

# **BERKELEY COUNTY SCHOOL DISTRICT**

## **JOB DESCRIPTION**

**TITLE:** MTSS Academic Coach

**FLSA:** Exempt

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### **GENERAL SUMMARY**

Under general direction, assists in ensuring that the district **Vision, Mission and Goals** are achieved, provides support and assistance to teachers in classroom instruction, and serves as a coach and mentor for assigned staff to address instructional strategies for identified at-risk learners. Reports to the school principal.

### **ESSENTIAL FUNCTIONS**

Works with school leadership and staff to develop and continuously improve the MTSS school plan to provide a support system for identified at-risk students;

Assists school staff in understanding screening, diagnostic, and progress monitoring data for the purpose of identification of struggling learners, instruction/intervention design, intervention grouping as needed, intervention monitoring for fidelity, and data analysis of students' response to intervention for continuous improvement;

Supports teachers in developing, documenting, and communicating student learning and intervention plans;

Supports teachers in developing PD and training to strengthen their instructional strategies and intervention skills;

Supports the administration and leadership team in developing a strategic evidence-based intervention system through protocols and appropriate resources to support student's identified learning needs;

Collaborates with other district and school staff to maximize the use of professional and student focused resources and information;

Engages parents of identified students in ongoing communication about the progress of the student and strategies that can be use outside of school;

Provides progress and data reports to school and district teams when appropriate and/or requested;

Provides professional and staff development through collaboration with Berkeley County School District to ensure that the goals for implementing a strong MTSS school plan are carried out;

Supports and provides initial and ongoing professional development to teachers based on an analysis of state and local student assessments and the provision of differentiated instruction and intensive intervention;

Models effective instructional and intervention strategies for teachers;

Establishes and maintains positive, cooperative, and effective professional working relationships with all staff and school stakeholder groups;

Conducts classroom observations to provide feedback and assistance with improving instruction and intervention;

Reads, interprets, and advises school leadership of MTSS related federal, state, and district regulations, policies, and procedures.

Maintain a MTSS database to provide information for student support and to track student progress over time.

Attends all meetings and training sessions relevant to MTSS duties at the school and district level;

Provides documentation of service as required; and

This role may not provide primary instruction, perform/contribute to teacher evaluations, perform clerical/administrative duties, or supervise required state or local assessments.

## **JOB SPECIFICATIONS**

### **Education and Experience:**

Valid South Carolina Teacher Certificate with a minimum of three years successful teaching experience in the appropriate school level in which they will be working. A bachelor's degree and demonstrated ability in data analysis, specific subgroup learner strategies; professional communication; and academic intervention strategies. Master's degree preferred.

### **Knowledge:**

Must be knowledgeable of state adopted standards and of the district curriculum and instructional practices; have thorough and comprehensive knowledge of evidence based strategies and practices; evidence based interventions, and a willingness to obtain knowledge and implement changes in policy, standards, procedures, and regulations pertinent to job functions.

### **Skills/Effort:**

Job requires the ability to document state and federal regulations related to instructional services; ability to operate general office equipment in the performance of daily activities; ability to effectively apply knowledge of instruction and curriculum; ability to communicate effectively with students, parents, district staff, government offices, and all other groups involved in the activities of the job; ability to identify effective and non-effective instructional strategies through the use of data, information, or observation and formulate plans for improvement; and the ability to complete, process, and maintain all required records and reports.

### **Working Conditions:**

Working conditions are a school environment with no exposure to environmental conditions. Physical demands are restricted to general instructional activities requiring movement/lifting items weighing up to ten pounds. Routine local travel required for training. Job requires the ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines. Berkeley County School District is a smoke free district.

### **Responsibilities:**

Ensure that a comprehensive educational program embracing student learning and teacher training is occurring in accordance with district and school goals.

## **DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____	Date: _____
_____	Date: _____
_____	Date: _____