

TITLE:**SPECIALIST (MTSS, ELL AND 504)****FLSA: Exempt****QUALIFICATIONS:**

1. Master's degree or higher from an accredited educational institute.
2. Certification in Educational Leadership or Administration and Supervision, preferred.
3. A minimum of three (3) years successful classroom instruction and administrative experience.
4. MTSS, ELL, and 504 instructional or administrative oversight experience preferred
5. Such additional or alternative qualifications as the Board may find appropriate and acceptable.

REPORT TO:**Sr. Director of Curriculum & Instructional Services****JOB GOALS:**

To provide strategic leadership in the development, implementation, coordination and monitoring of high quality instruction, and professional development that supports the academic achievement of K12 English Language Learners (ELL).

To provide strategic leadership in the development, implementation, coordination and monitoring of Multi-Tiered System(s) of Support (MTSS) at the school and district level.

Coordinates the District's compliance with its responsibilities under Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination against students with disabilities and requires their needs be met.

PERFORMANCE RESPONSIBILITIES:

1. Lead the development, implementation, and support of high quality instruction and curriculum to support the District's English for Speakers of Other Languages (ESOL) program; facilitate and support the integration of effective ESOL strategies across all curriculum areas to ensure ELL's needs are met through the district ELL plan.
2. Coordinate the identification, assessment, placement, and monitoring of students in the MTSS, ESOL & 504 programs.
3. Assist with the ESOL instructional materials adoption/selection process and the ordering of materials and equipment needed to implement these programs.
4. Know and understand the META Consent Decree and work with principals, teachers and district personnel in ensuring ESOL compliance.
5. Maintain working relationships with local, regional, state, national agencies and attend Technical Assistance meetings with the ability to disseminate information from those meetings to appropriate staff.
6. Coordinate the internal and external program evaluation to ensure student needs are met.
7. Serve as a consultant on the matters pertinent to the programs; compile and prepare all reports necessary to fulfill compliance requirements of federal, state, and local agencies.
8. Coordinate the development of written translations and scheduling of oral interpretations for District-wide and school specific documents and meetings.
9. Manage the implementation of the Title III grant initiatives and budget.
10. Monitor and provide leadership in utilizing required assessment results and academic progress to improve instructional practices affecting identified students; monitor school's procedures and reporting to ensure FTE audit compliance.
11. Provide technical assistance and training to administrators, teachers and school-based leadership teams to facilitate the implementation of MTSS at the district and school levels.
12. Monitors the fidelity of implementation of MTSS at the school level including both academic and behavior support systems.
13. Implement a documentation system to ensure sufficiency of supplemental (targeted) and intensive interventions.
14. Monitors process to ensure compliance and adherence to district procedures, state guidelines, and federal regulations.
15. Facilitate and oversee district-level MTSS, ELL or 504 meetings.
16. Ensure Federal Compliance for Section 504 including identification, evaluation, and implementation.
17. Determine eligibility for students for the entire District for these programs.
18. Responsible for knowing the law and keeping up with changes to the law and legal trends with 504, MTSS & ESOL decisions and sharing those changes with coordinators and Administration; attend legal training.
19. Oversees district level oversight and training of program coordinators and administrators to insure correct processes are followed.
20. Create and keep District documents updated; maintain system and records for due dates to ensure compliance.
21. Approve and confirm that all eligibility decisions are accurate, compliant, and carefully documented.
22. Oversee Annual 504 Reviews and three year re-evaluations.
23. Collaborate with staff for appropriate and meaningful classroom accommodations for targeted students.
24. Work with nurses to develop Health Plans, when warranted.
25. Conduct Manifestation Determination Meetings, as needed.
26. Attend initial 504 meetings for students or annual review meetings as requested by staff, administration and or parents.
27. Work closely with and meet weekly with new coordinators, monthly with returning coordinators, quarterly with administrators, and biannually with district staff.
28. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT: Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.