

TITLE: TEACHER ON SPECIAL ASSIGNMENT
(Multi-Tiered Systems of Supports Case Facilitator)

FLSA: Exempt

QUALIFICATIONS:

1. Bachelor's Degree or higher from an accredited educational institute.
2. Hold or be eligible for certification by the State of Florida.
3. Three (3) years of successful teaching experiences with at least one (1) year in Sumter County.
4. Such additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

REPORT TO: Principal

JOB GOAL:

Coordinate school-based implementation of Multi-Tiered Systems of Supports, provide training and resources to school staff, and facilitate implementation of interventions for students with academic and/or behavioral needs.

PERFORMANCE RESPONSIBILITIES:

*** Essential Performance Responsibilities**

- * 1. Implement Multi-Tiered Systems of Supports for increasing student achievement and/or student behavior.
- * 2. Process and document all requests for PS/RTI (Problem Solving/Response to Intervention) Program assistance in a timely manner.
- * 3. Prepare and present PS/RtI or other data to school and district staff when requested.
- * 4. Complete all required documentation and maintain the PS/RtI folder throughout the school year.
- * 5. Schedule, coordinate and facilitate all TIPS (Teamwork, Intervention and Problem Solving) Team Meetings.
- * 6. Review school-wide academic and discipline data with leadership team quarterly and refer to TIPS team to determine if there is a pattern of inappropriate behavior and/or a lack of academic progress. Report quarterly data to appropriate district staff.
- * 7. Research scientific based and evidence based interventions to provide options for Standard protocol development and TIPS Team.
- * 8. Regularly conduct data chats with parents, teachers, and interventionists to monitor intervention effectiveness and student progress.
- * 9. Obtain consents for small group/individual counseling, behavior specialists/liaison services, and/or other appropriate services.
- * 10. Observe students and complete appropriate documentation in a timely manner.
- * 11. Assist with data collection from all interventions and review both data and summary graphs.
- * 12. Provide Tier 2 and Tier 3 interventions to students every week.
- * 13. Compile state, district, school, class, SES group, and additional peer group data for all area(s) of difficulty and share with appropriate staff.
- * 14. Analyze data to determine if the academic or emotional/behavioral difficulty is school, classroom, or student-based by using gap analysis or other strategies.
- * 15. Participate in retention, TAT (Threat Assessment Team) and Mental Health Problem Solving Team with needed.
- * 16. Establish and maintain open communication and use effective communication skills to present information accurately and clearly.
- * 17. Serve on the school's acceleration team and help support students both academically and behaviorally.
- * 18. Monitor student attendance for identified students and work with parents and administration to correct attendance issues.
- * 19. Ensure all identified students are receiving interventions per their plan.
- 20. Perform such other duties as may be assigned by the Principal or supervisor.

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.