EXAMPLE Job Description for Regional MTSS Implementation Specialist

Regional MTSS Implementation Specialist

Position Description/Job Summary

The Regional MTSS Implementation Specialist will work on behalf of the Department of Education (DOE) to provide supports to Regional Education Agencies (REAs) and Districts, for Multi-Tiered System of Supports (MTSS) implementation. This position requires coordination and communication of MTSS technical assistance supports as outlined in our Practice Profile for MTSS. This position will collaborate with MTSS technical assistance staff and DOE MTSS Leadership to establish and implement operational structures across regions that support the successful use of MTSS components that are sustainable and implemented with fidelity.

Qualifications/Skills, Knowledge and Abilities

- Previous participation with the successful use of effective innovations; including previous participation with a Multi-Tiered Systems of Support (MTSS) framework including PBIS
- Ability to identify and address systemic issues within the state education system
- Knowledge of relevant state legislation for MTSS
- Knowledge of SEA practices and supports for LEA and school performance including operations and appropriate use of federal and state funds (i.e. Title and 31a funds)
- Ability to work with LEAs to understand local needs and extent to which potential supports in state system meet identified needs
- Understanding of Active Implementation Frameworks: implementation teams, stages of implementation, implementation drivers, usable innovations, problem-solving process
- Ability to facilitate people through the change process using foundational coaching skills (observing and describing behavior, providing rationales for change, recognition to individuals and teams, providing conceptual feedback, receiving feedback)
- Ability to demonstrate facilitation skills in large and small group meetings
- Ability to use data to select and inform priorities, improvements, and decision making
- Ability to develop and meet timelines for completion of projects, tasks, and activities
- Ability to manage multiple projects and prioritize time for multiple projects
- Willingness to engage in continued professional learning to enhance individual skill set related to this
 position and the effective innovations within a MTSS framework
- Ability to accept coaching supports and feedback from individual(s) assigned to support person fulfilling the DOE MTSS Implementation Specialist role
- Timeliness
- Effective communication skills

Assigned Duties and Responsibilities

- Participate in team structures with the DOE and other identified MTSS Technical Assistance providers to
 engage in ongoing monitoring and problem-solving around MTSS implementation issues regarding policy,
 funding, allocation of resources, and political support
- Assist in collection, analysis, and monitoring of state-level data related to MTSS scale-up efforts to inform on-going planning
- Facilitate communication using an agreed upon protocol between state, regional, and district implementation teams
 - Administer the Regional Capacity and District Capacity Assessments and support use of capacity data in conjunction with other data sources to guide implementation activities
 - Facilitate REA executive leadership and Regional Implementation Teams though an exploration process that results in a REA pursuing MTSS technical assistance (universal, targeted, intensive) that best aligns with the needs of their organization and constituent districts





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- Co-construct an Implementation Plan with REAs to operationalize the type(s) of MTSS technical assistance that best aligns with the needs of their organization and constituent districts
- Organize consultative sessions as needed with DOE designees (e.g., supports in how to use state / federal funds for implementation; state-approved targeted MTSS technical assistance, state-approved intensive MTSS technical assistance depending) to inform the development of an Implementation Plan
- Provide high-quality professional learning to Regional Implementation Teams (RITs) using a standard set of the DOE approved materials. Example modules may include but are not limited to the following:
 - 1. Introduction to Implementation Research
 - 2. Effective Innovation Alignment, Review, Selection, and De-Selection
 - 3. Framework for Addressing Practices and Supports
 - 4. Initiative Inventory: Making Space for the Work
 - 5. District Readiness and Exploration Conversations
 - 6. Structuring the RIT for Success (includes things like)
 - Effective Team meeting processes
 - Selection and Professional Learning systems for RIT and other REA staff
 - 7. District Stage-Based Activities
 - 8. Communication and Barrier Removal
 - 9. Coaching System: Efficient, Effective, Equitable Coaching Supports for DITs
 - 10. Usable Innovations: Process and Procedure
 - 11. Data Analysis and use
- Facilitate REA-level data review sessions to assist RITs in the analysis and use of scale-up, capacity, MTSS fidelity, and student outcome data to inform refinements to their Implementation Plans
- Coach Regional Implementation Team members using a continuum of coaching supports (e.g., prompting, fluency building, adaptation to local context) as they learn to apply the information from RIT professional learning sessions
- Collaborate and accept direction from individuals assigned to provide coaching support to further develop fluency in aspects of this job
- Maintain a log of coaching interactions and supports provided to RIT members
- Provide high-quality professional learning to District Implementation Teams using a standard set of DOE approved materials. Example modules may include but are not limited to the following:
 - 1. Structuring the DIT for Success
 - 2. Effective Innovation Inventory, Review, Selection, Alignment, and De-Selection Process
 - 3. Effective Innovation Fluency: District "Need to Knows" About the Selected Effective Innovation
 - 4. Implementation Research and Common Terminology
 - 5. El Data Coordination Supports and Assessment System
 - 6. Communication and Barrier Removal
 - 7. Coaching System: Efficient, Effective, Equitable Coaching Supports for BITs
 - 8. El Alignment Process (building from what was started in Module 2)
 - 9. El Review, Selection, De-Selection Process (building from what was started in Module 2)
 - 10. El data analysis and use
- Demonstrate the following types of knowledge of the components of a MTSS framework:
 - Research and evaluation skillsets to discern effective versus ineffective practices associated with an MTSS framework
 - Effective practices that would be used within a MTSS framework that are accessible for districts to address state and federal priorities for addressing the whole child
 - o Administration and scoring of the fidelity assessments selected for the DOE's scale-up efforts
- Other duties as assigned



