



**PROGRAM SPECIALIST – MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)  
ALTERNATIVE EDUCATION**

Certificated Job Description

**IMMEDIATE SUPERVISOR:**

Principal

**ESSENTIAL FUNCTIONS:**

1. Coach, train, and work collaboratively with site MTSS teams and school administrators.
2. Provide professional development and technical assistance in developing and maintaining MTSS, PBIS, UDL, restorative practices, trauma informed, SEL, and other school climate practices to staff across the division.
3. Document and support MTSS practices throughout Alternative Education through site visits, progress monitoring, and interviews with staff, students, parents/guardians, and community partners.
4. Connect teams to necessary resources for successful implementation of MTSS.
5. Provide one-on-one consulting with teachers and school staff in need of additional support around the implementation of MTSS/PBIS.
6. Assist instructional staff in the classroom management approaches that support school climate.
7. Work with school sites to develop MTSS teams or leadership teams who take the lead in promoting and building MTSS practices and culture shifts at their respective work sites.
8. Attend meetings, conferences, and other Professional Development opportunities required for the program.
9. Compile data, materials, and create files for reporting programs goals and outcomes.
10. Model problem solving strategies with instructional staff and student support service teams in bringing together members of the school community who were impacted by harmful behavior.
11. Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- A. Personal Qualifications

1. Knowledge of and willingness to stay abreast of current trends, innovations, and practices in MTSS/PBIS.
2. Establish and maintain effective collaborative relationships with staff, community partners, and local and state agencies.
3. Knowledge of fundamental principles in staff development, including oral presentations utilizing digital equipment and presentation software.
4. Strong communication skills.
5. Must possess a private vehicle, valid California driver's license, and carry current automobile insurance with at least minimum coverage for public liability and property damage.
6. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of employment after all other required job conditions have been met.

B. Professional Qualifications

1. Proven ability to provide leadership in the development and implementation of quality staff development.
2. Proven ability to work collaboratively.
3. Proven ability to develop evidence-based prevention and intervention practices.
4. Ability to work effectively with diverse individuals or groups.
5. Ability to effectively structure, organize, and prioritize tasks and job duties to ensure deadlines and objectives are met.
6. Proven ability to serve at-risk students with diverse needs.
7. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

**TRAINING AND/OR CREDENTIALS:**

A. Education:

1. Must hold a Bachelor's degree from an accredited college or university.
2. Must hold appropriate Pupil Personnel Credential(s).
3. Master's Degree preferred.

B. Experience:

1. Successful experience in School Counseling or related field in direct and indirect services to students.
2. Experience and knowledge in developing and conducting professional development activities for adults.

3. Successful experience participating as a member of the educational team utilizing leadership and collaborative skills.
4. Successful experience in the use of data to guide decision making and student development outcomes.
5. Experience mentoring teachers preferred.

CP: mm

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