



**JOB DESCRIPTION**

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| <b>Job Title:</b>          | Equitable Multi-Level System of Supports (E-MLSS)<br>Administrator |
| <b>Department:</b>         | Teaching and Learning  |
| <b>Reports To:</b>         | Executive Director of Teaching and Learning                        |
| <b>Classification:</b>     | Administration   |
| <b>Location:</b>           | Administration Building  |
| <b>Salary:</b>             | On Schedule  |
| <b>Length of Contract:</b> | 12 Month   |

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

**Job Summary**

Under the Direction of the Executive Director of Teaching and Learning, the Equitable Multi-Level System of Supports (E-MLSS) Administrator, in collaboration with District leaders and principals, is responsible for leading the implementation and development of the District MLSS framework across all schools. The E-MLSS Administrator provides knowledge, guidance, and support to braid academic and behavioral systems at the universal, selective, and intensive levels to increase student achievement for all students. This position supports the goal of improving student achievement through sustainable systems and school initiatives with a focus on equity.

**Essential Job Functions**

- Provides leadership, training, consultation, and support to administrators, teachers, and school-based leadership teams to facilitate implementation of a Multi-Level System of Supports (MLSS) at the district and school levels.
- Supports school leaders in driving the district implementation of MLSS to ensure that every school provides high quality core instruction and the academic and social emotional interventions needed to successfully meet ALL students' needs.
- Meets with and supports school leaders in the implementation of the MLSS framework so that it supports the vision, mission, and goals of school improvement in teacher practice and student achievement.
- Provides feedback, modeling, interpretation of data, and other supportive assistance necessary to implement a MLSS.
- Assists in monitoring the fidelity of braiding academic and behavior support systems.
- Assists in monitoring of the MLSS process to ensure compliance and adherence to District procedures, state guidelines, and federal regulations.
- Provides MLSS professional development coordination and support for school and District personnel.
- Attends professional development and District-level MLSS meetings.

#### **Ancillary Job Functions**

- Stays current in the field through professional reading, seminars, workshops, and conventions.
- Recruits, hires, and supervises E-MLSS staff.
- Perform other duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Master's degree in Educational Administration, Educational Leadership or Curriculum and Instruction.
- Minimum of five years' experience working directly with students.
- Experience planning and conducting professional development/training.
- Wisconsin Administrative Certification

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Experience in continuous school and/or district improvement systems
- Demonstrated experience leading, organizing, and implementing school wide initiatives.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge of research related to Multi-Level System of Supports
- Ability to work collaboratively with various groups and gain consensus related to project implementation and other problem solving.
- Demonstrated excellent oral and written communication skills.
- Demonstrated strong interpersonal skills with individuals, teams, and groups, (teachers, parents, administrators, and support staff).
- Ability to work a flexible schedule including work as directed outside of the school calendar.
- Strong research skills.
- Understanding of data analysis.
- Knowledge of school systems (components and interdependence).
- Knowledge of assessment systems.
- Knowledge of program evaluation.
- Facilitation and coordination skills.
- Strong leadership and planning ability.
- Ability to communicate effectively both orally and in writing.
- Ability to develop effective working relationships.

- Strong organizational skills.
- Ability to take initiative.
- Strong public speaking skills.
- Able to travel to multiple District buildings in compliance with the District driving policy.
- Demonstrates an understanding and use of culturally responsive practices.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Frequently required to talk and hear.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.