

Job Purpose

- Serves as a school-based leader responsible for coordinating the Multi-Tiered System of Supports (MTSS) and overseeing Section 504 compliance and processes.
- Ensures students receive appropriate general education interventions and accommodations to support academic and behavioral success.
- Facilitates the implementation of Section 504 plans and ensures compliance with federal civil rights requirements under the Rehabilitation Act.
- Supports school and district goals by promoting student achievement, preventing academic failure, and maintaining compliance with state and federal mandates.
- *Note: This position does not manage Special Education (IDEA) caseloads but may be held by an individual with Special Education certification.*

Knowledge, Skills, and Abilities

- Demonstrates comprehensive knowledge of MTSS/RTI processes, including Tier I, II, and III interventions.
- Thorough understanding of Section 504 of the Rehabilitation Act and the Literacy-Based Promotion Act (LBPA).
- Ability to analyze and disaggregate student data (e.g., STAR, i-Ready, mCLASS, MAAP) to identify at-risk students and guide interventions.
- Strong organizational and documentation skills for maintaining compliance records, including 504 plans and intervention documentation.
- Knowledge of state and federal education laws, policies, and accountability requirements.
- Ability to lead Teacher Support Teams (TST) and collaborate effectively with administrators, teachers, and parents.
- Effective verbal and written communication skills.
- Ability to manage multiple tasks, timelines, and compliance requirements.
- Demonstrates leadership skills to support staff and facilitate school-wide initiatives.
- Proficiency in technology systems and data management platforms.

Minimum Qualifications

- Bachelor's Degree in Education, School Counseling, or a related field (Master's Degree preferred).
- Valid Mississippi Educator License (Standard Five-Year License preferred).
- Required endorsements may include:
 - Elementary Education (120), Guidance Counseling (436), or Administration (451).
 - Individuals may also hold Special Education endorsements (221, 222, 223, 224), though not required for this role.
- Minimum of five (5) years of successful experience in teaching, counseling, or related educational services.
- Documented training or experience in MTSS and Section 504 coordination in accordance with Mississippi Department of Education (MDE) guidelines.
- Must pass a criminal background check and meet all state employment requirements.

Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Chairs and facilitates Teacher Support Team (TST) meetings; oversees identification, intervention planning, and progress monitoring for Tier II and Tier III students.
- Manages all aspects of the Section 504 process, including referrals, evaluations, eligibility determinations, plan development, and annual reviews.
- Ensures timely and accurate documentation of MTSS and 504 records to maintain compliance with state and federal requirements.
- Coordinates and monitors intervention implementation and effectiveness for at-risk students.
- Identifies students eligible for Good Cause Exemptions under the Literacy-Based Promotion Act and compiles required documentation.
- Collaborates with teachers to provide guidance on evidence-based instructional strategies and interventions.
- Works with the School Test Coordinator to ensure appropriate testing accommodations are provided for students with 504 plans.
- Serves as the primary liaison for parents regarding MTSS processes, intervention supports, and Section 504 rights and procedures.
- Supports data collection, analysis, and reporting related to student achievement and intervention outcomes.
- Prepares for and supports district and state compliance reviews, audits, and monitoring visits.
- Provides training and support to staff regarding MTSS procedures, 504 compliance, and student support strategies.
- Coordinates with school and district leadership to support overall academic and behavioral initiatives.
- Performs other duties as assigned by the immediate supervisor.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission.

Reports To: Director of Curriculum or Designee

Supervises: None (Coordinates with instructional staff and Teacher Support Teams)

Terms of Employment: 220 Days

FLSA Status: Exempt

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

	Employee’s Printed Name
	Employee’s Signature
	Date
	Supervisor’s Signature
	Date