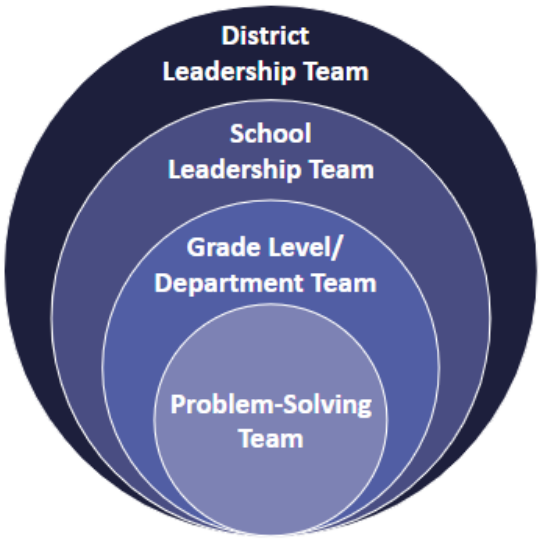
SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MTSS Leadership Timeline Planning Template

Leadership teams are responsible for planning and supporting many projects over the course of the school year. Identifying these projects in advance and sequencing them across the year will ensure that vital implementation supports are not overlooked.

Teams to Support MTSS Implementation



1. A **District Leadership Team** to make things happen for the district
2. A **School/Building Leadership Team** to make things happen for the school
3. A **Grade Level/Department Team** with support to make things happen for groups of students
4. A **Problem-Solving Team** to make things happen for individual students

Adapted from Miller, D. & Radford, P. (2019). MTSS 101: Understanding our current MTSS reality. Presented at the 2019 MTSS Innovations Conference.

Determine Leadership Responsibilities

List leadership projects (determine system goals, create a master schedule, create a PD Plan, determine logistics of team meetings, etc.) to complete throughout the year.

See section 4.1 and Appendix E of the MTSS Framework and Guidance Document for support.

- _____
- _____
- _____
- _____

Break projects into specific tasks.

Projects should be broken into individual tasks, when appropriate. Be specific. It is unlikely that a project can be completed in one meeting. By identifying individual tasks, the project can be distributed over time.

Project	Specific Tasks
	Task 1: Task 2: Task 3:
	Task 1: Task 2: Task 3:
	Task 1: Task 2: Task 3:
	Task 1: Task 2: Task 3:
	Task 1: Task 2: Task 3:

Sort Tasks by Team

Sort the projects/tasks by team, assigning the responsibility to either the district, school, grade/department, or student level teams. Use the key below to assign the projects/tasks in the table above to individual teams within your system.

Key:

District – write "D" beside tasks the District Leadership is responsible for completing.

School - write "S" beside tasks the School Leadership is responsible for completing.

Grade/Department - write "G" beside tasks the Grade/Department Leadership is responsible for completing.

Individual Student - write "I" beside tasks the Individual Student Problem-Solving Team is responsible for completing.

Creating a Leadership Timeline

Within each team, sequence the projects/tasks by month throughout the academic year.

Note: You are not completing projects at this time; rather, you are pacing when projects/tasks will be completed throughout the year.

	District Leadership Team	School Leadership Team	Grade/Department Team	Individual Student Problem-Solving Team
July				
August				
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				

References:

EduPuzzle Partners. *MTSS Leadership Timeline (Updated)*. Retrieved September 30, 2026 from: https://www.edupuzzlepartners.com/store/p/mtss-leadership-team-timeline-updated

Texas Education Agency. *MTSS Leadership To-Do List*. Retrieved September 30, 2026 from: https://spedsupport.tea.texas.gov/sites/default/files/2025-06/MTSS-Leadership-To-Do-List.pdf

Miller, D. & Radford, P. (2019). *MTSS 101: Understanding our Current MTSS Reality*. Presented at the 2019 MTSS Innovations Conference.

South Carolina Department of Education. (2026). *MTSS Framework and Guidance Document (Section 4.1 and Appendix E)*.