



PARKROSE SCHOOL DISTRICT
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Parkrose School District affirms the diversity of our local communities including race, religion, national or ethnic origin, sexual orientation, and gender identity/expression. We welcome candidates who reflect our growing diversity and our values of creating an inclusive learning environment. We are particularly interested in applications from traditionally underrepresented groups in education.

Teacher on Special Assignment (TOSA) – Special Education Services

Pos: 2574

Location: Parkrose School District

2025-2026 School Year

Salary Range: \$52,278 - \$101,991, PLUS employer-paid retirement, and generous benefits package **Hours:** 40 hours per week

Days: 192 days per year

Overview:

The TOSA for Special Education supports school-based staff and the Special Education department in delivering high-quality, individualized services to students with disabilities. This role includes coaching and mentoring special education staff, coordinating out-of-district placements, serving as District Representative (DR), and ensuring effective collaboration between classrooms, families, service providers, and district leadership.

Job Requirements:

- Valid Oregon teaching license with Special Education endorsement.
- Expertise in special education, behavior supports, inclusive practices, and IDEA compliance.
- Strong collaboration, leadership, and communication skills.
- Experience managing complex caseloads, including out-of-district students.

Preferred training and/or experience in the following District strategies:

- Background in coaching, program coordination, or leadership roles.
- Experience in Structured Communication or Life Skills classrooms.
- Familiarity with contracted placements and serving as a District Representative.

Reports To: Assistant Director of Special Education

To Apply: Candidates will complete the Parkrose application online at [TalentEd](https://parkrose.tedk12.com/hire). In order for your application to be complete, you must submit the documents listed below in addition to the application at [TalentEd](https://parkrose.tedk12.com/hire):

<https://parkrose.tedk12.com/hire>.

- Cover Letter
- TalentEd Application
- Resume
- Three (3) current letters of recommendation
- Essay Questions:
 1. *Describe your experience in teaching and/or serving and/or working with a diverse population and underrepresented communities?*
 2. *We have a deep commitment to challenging institutional racism. Can you speak to how you have done this in your practice?*

Applicants with culturally diverse backgrounds are strongly encouraged to apply. Parkrose School District strives to create an inclusive environment that welcomes and values the diversity of our staff and our students. Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications as described in a job posting.

Parkrose School District is most interested in finding the best candidate for the position, and we encourage you to apply even if you do not believe you meet every described job qualification.

Parkrose is an Equal Opportunity Employer.

Essential Job Responsibilities

Coaching & Staff Support

- Mentor and coach special education teachers and educational assistants.
- Model instructional strategies and behavior supports in classrooms.
- Plan and deliver training for EAs and licensed staff, including behavioral techniques and inclusive practices.
- Support hiring, onboarding, and scheduling of Structured Communication (SC) staff.

Student Services & Case Management

- Manage a caseload of students in out-of-district placements.
- Develop, implement, and monitor individualized behavior plans.
- Attend and coordinate IEP meetings and progress reviews, serving as the District Representative (DR) for out-of-district and SC program students.
- Oversee transitions into/out of SC classrooms and external placements.
- Ensure data tracking and service documentation are up to date.
- Collaborate with families, outside agencies, and service providers.

Behavior & Instructional Support

- Assist with writing/updating behavioral IEPs and conducting social-emotional assessments.
- Provide or coordinate direct instruction in behavior strategies for students or staff.
- Support classroom staff with implementing behavior support plans and de-escalation strategies.
- Help students build self-regulation skills and identify personal stress indicators.

District-Level Leadership & Collaboration

- Partner with the Assistant Director to oversee and monitor all contracted placements.
- Maintain documentation and support coordination of transportation and ESY services.
- Plan and facilitate biweekly SC services meetings.
- Collaborate with principals, service providers, and district leadership to ensure program alignment and equitable student support.

License, Certifications, Bonding, and/or Testing Required:

- Oregon Department of Education - Criminal Justice Fingerprint Clearance
 - Cost to employee: of \$12.50 for fingerprinting; \$70.00 for background check (deducted from first paycheck)
- First Aid/CPR/AED certification or the ability to obtain