

DAVID DOUGLAS SCHOOL DISTRICT #40
JOB DESCRIPTION

Licensed-Teacher on Special Assignment (TOSA)

JOB TITLE: TOSA - Student Services

Reports To: Director of Student Services

JOB PURPOSE STATEMENTS: The position of TOSA - Student Services supports all functions of the Student Services department in schools, to include school based counseling, mental health, Positive Behavior Interventions and Supports (PBIS), Restorative Practices, Social Emotional Learning (SEL) and Special Education Services.

Essential Job Functions:

- Conduct in-service training for support staff, teachers, assistants, volunteers, and parents as requested to include Multi-Tiered Systems of Support (MTSS) using a PBIS framework, FBA/BSP process, Student Intervention Team Process, including a cultural/linguistic diversity lens and understanding of how culture and language is different than disability, IDEA process and legal requirements.
- Coaching and consultation services indicated on IEP's for Autism Spectrum Disorder.
- Support all district staff with Restorative Practices, implementing SEL in schools and best practices in Special Education.
- Support the work of school culture in David Douglas; Restorative Practices, Mindfulness, SEL, trauma sensitive schools all within a PBIS framework
- Advise parents and/or legal guardians of due process rights and student progress for the purpose of supporting teacher's expectations, developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Coordinate and/or lead Special Education Teams in home schools as well as in alternative school sites.
- Serve as district representative at IEP meetings for out-of-district placements (e.g., MESD, Regional Programs, private school placements, and early interventions), to include possible case management.
- Collaborate with school personnel and community agencies (e.g. social services, community, etc.) for the purpose of developing and modifying the program to maximize the quality of student outcomes, developing solutions and planning curriculum.
- Communicate with director and administrators of Student Services, building principals, building team members, parents, out-of-district agencies, and other school personnel as appropriate.
- Maintain records as required to ensure due process procedures are in compliance with state and federal regulations.
- Perform related duties as assigned.

Education and Experience Requirements:

- Master's degree in Education, Special Education, School Psychology, Speech Language Pathology, Counseling or related field.
- Minimum of 5 years' experience as a professional in public education
- PBIS experience preferred
- Autism Spectrum Disorder experience preferred
- Special Education endorsement and experience is preferred

TOSA – Student Services – Page 2

Skills, Knowledge and/or Abilities Required:

Skills to motivate students, communicate with individuals from varied educational and cultural backgrounds, direct support personnel, evaluate student performance, to work effectively with teachers, administrators, parents and community agencies, personnel, and leadership ability. Skilled in collaboration, group process and team facilitation. Experience in planning and conducting in-service programs.

Knowledge of curriculum, age appropriate teaching methods, special education federal and state regulations, knowledge and experience working with outside agencies, community resources and programs, knowledge of student services procedures and district policies.

Abilities to stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with students, parents, and other school personnel, and meet scheduling deadlines. Significant physical abilities include lifting/carrying/stooping;/crouching, reaching/handling/fingering, talking/hearing conversations, near visual acuity/depth perception/color vision/field vision.

Education Required:

Master's degree in Education, Special Education, School Psychology, Speech Language Pathology, Counseling or related field.

Licenses, Bonding and/or Testing Required: Valid State license, Criminal Justice fingerprint clearance, driver's license and evidence of insurability.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Multi-Cultural preferred. Bi-Lingual preferred.

Other: First aid card and cardiopulmonary resuscitation certificate

Terms of Employment: Salary and work year according to the current contract and school calendar.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Licensed Staff Personnel.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.

David Douglas School District is an Equal Opportunity Employer

TOSA– Student Services – Page 3

Reviewed and agreed to by:

Employee Signature

Date

c: Administrator
Employee
File