



**David Douglas School District #40
Licensed Job Description
Teacher on Special Assignment (TOSA)**

JOB TITLE: TOSA-Assessment Coordinator – High School

Reports To: Principal or designee

Job Purpose Statement/s: This position coordinates Smarter Balanced assessments, Essential Skills and work sample completion, tracking of senior efforts towards graduation requirements, professional development for Smarter Balanced test administration and technology, Constructing Meaning practices, amongst other responsibilities.

Essential Job Functions:

- **Demonstrate** in-depth understanding of Smarter Balanced (SBAC) assessments and Common Core State Standards (CCSS)
- **Ability** to interpret needs to successfully administer tests, including technology, room assignments, and timing of test administration
- **Develop** master testing schedule and communicate schedule to high school staff and administrators
- **Know** and understand Oregon Department of Education rules and regulations related to Smarter Balanced and other duties related to successful assessment administration
- **Know** and understand formative and interim assessments and assist divisions in the development of such assessments in addition to analyzing this data
- **Utilize** Synergy and FileMaker Pro to track Essential Skills (work samples) in math, reading and writing for 9th – 12th grades
- **Monitor** work samples in Synergy
- **Collaborate** with the high school administrator responsible for seniors regarding efforts towards graduation, including assessment scores, successful work sample completion, and other graduation components
- **Develop** professional development for Smarter Balanced test administration, focusing on technology challenges, accommodations for SPED and ELL, and other test administration elements new to Smarter Balanced
- **Produce** testing results' data for the Data Team, Division Chairs and faculty
- **Collaborate** with the District Synergy Analyst in developing effective tracking and reporting of student and senior progress
- **Collaborate** with the District Director of Assessment regarding Smarter Balanced conversion, testing schedules/state windows and other requirements for successful participation in state assessments
- **Organize** and lead the effective implementation of Constructing Meaning in high school classrooms and other school sites in the district
- **Collaborate** with all teachers to create successful instruction that reinforces writing norms and academic language use
- **Provide** school leaders with data to demonstrate the effectiveness of programs (i.e., intervention programs, academies, AP, etc.)

Other Job Functions:

- **Other** responsibilities as assigned.

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Job Requirements – Qualifications:

- ◆ **Experience Preferred:**
- ◆ **Skills, Knowledge and/or Abilities Required:**

Skills - Strong skills in technology use, including laptops, mini-iPads, Chromebooks, InFocus projectors, tablets, and other devices that might be used for testing. Strong skills in Google Education suite, including use of Google docs and Google calendar. Proven collaboration skills. Strong skills in Synergy. Excellent verbal and written communication skills

Knowledge - Successfully completed Constructing Meaning workshops/course work

Abilities – Ability to train individuals in testing procedures, technology and trouble-shooting for Smarter Balanced. Ability to parse, organize and analyze raw data into meaningful data and/or documents utilized by staff and administrators

Education Required: Master's degree

Licenses, Bonding and/or Testing Required: Appropriate Teacher Standards and Practices Commission license or eligible to obtain, Criminal Justice fingerprint clearance, and valid driver's license and evidence of insurability.

Multi-Cultural preferred. Bi-Lingual preferred. ESOL and/or Reading endorsements preferred.

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

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.