



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

JOB TITLE: TOSA -Autism Specialist (EI-ECSE)

Reports To: Administrator EI/ECSE

Job Purpose Statement/s: The Autism Specialist provides assistance to the EI/ECSE program staff, partners, and families served. This assistance consists of: the presentation of in-services and workshops for staff based upon their needs, as well as their students' needs; effective communication with families and other professionals; staff training on ASD evaluation methods for students in EI/ECSE, support on eligibility requirements and recommendations for IFSP development. Training for EI/ECSE teams to develop, implement and monitor student programs.

Essential Job Functions:

- **Development** and **presentation** of in-services and workshops related to Autism Spectrum Disorder as designated by the EI/ECSE Program Coordinators.
- Assistance to the eligibility teams with initial evaluation, re-evaluations, and training to determine students' eligibility for EI/ECSE services under the category of Autism Spectrum Disorder.
- **Assistance** to EI/ECSE staff working with children with Autism Spectrum Disorder in determining appropriate goals and objectives for IFSP's and appropriate data collection systems to track student progress.
- **Effective** communication with families and other professionals.
- **Application** of a variety of strategies that facilitate team effectiveness (e.g. collaboration, problem solving, leadership, meeting management, conflict resolution).
- **Knowledge**, application and ability to teach others about the principles of Applied Behavior Analysis, Incidental Teaching, Discrete Trail, Functional Routines, Picture Exchange Communication System, Peer Mediated Strategies, Structured Teaching and Pivotal Response Training.
- **Consultation** to EI/ECSE staff working with students with Autism Spectrum Disorder in the following areas: communication, behavior, organization, use of visual systems, self-management, sensory needs, social skills and the design of the physical environment in early childhood care and education settings.
- **Evaluate** and maintain information regarding best practices in the field of Autism Spectrum Disorder. Ability to travel by car with in the geographic area served by David Douglas School District.
- **Participate** at monthly staff meetings and program in-services.
- **Maintenance** of records and reporting requirements as specified by David Douglas School District. Continuation of professional growth, especially in regards to current issues related to Autism Spectrum Disorder.

Other Job Functions:

- **Follows** and **supports** David Douglas School District policies and procedures
- **Performs** other duties as may be assigned
- **Works** cooperatively and harmoniously with clients, co-workers and supervisors
- **Maintains** professional and technical knowledge by participating in professional development activities

Job Requirements – Qualifications:

- Current Oregon Teaching License in:
 - Early Childhood Special Education; Handicapped Learner;
 - Early Intervention/Early Childhood Special Education Endorsement;
 - Ability to meet the new ASD Specialist requirements within one year.
- Three years' recent successful experience working with children with ASD birth to 5 years of age and their families.
- Training and experience in behavioral assessment and intervention. Experience using early childhood positive behavior intervention supports, and developing program capacity.
- Knowledge of rules and regulations that apply to the eligibility and provision of EI/ECSE services.
- Ability to objectively evaluate and document student progress.
- Ability to communicate effectively with parents, caregivers, and early childhood providers.
- Valid driver's license and own transportation for on the job use.
- Valid First Aid and CPR card.
- Written and oral communication skills sufficient to perform essential functions.
- Physical and mental attributes sufficient to perform essential functions.

Skills, Knowledge and/or Abilities Required:

Skills to train teams on assessment instruments assist in the interpretation of assessment results and prescribe plan of action for support and correction.

Knowledge of assessment instruments and their application, relevant education codes, state and district policies.

Abilities to sit for prolonged periods, complete a case study and develop an individual education plan, be flexible, work under time constraints, work effectively with staff, parents, students and community, work independently. Significant physical abilities include lifting/carrying, reaching/handling/fingering, talking/hearing conversations, and near/far visual acuity/visual accommodation.

Licensure required: Must be licensed by Teacher Standards and Practices Commission for the assignment. Early Childhood Special Education; Handicapped Learner; Early Intervention/Early Childhood Special Education Endorsement.

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 each year in accordance with provisions of the Board's Policy on Evaluation of Licensed Staff.

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.