



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

JOB TITLE: TOSA-College and Career Coordinator-High School

Reports To: Assistant Principal

Job Purpose Statement/s: The College and Career Coordinator works with the high school staff to provide career-based learning opportunities for all students. Responsibilities include the promotion, organization, implementation, and evaluation of career-based experiences and other related duties for students in Grades 9 – 12. The College and Career Coordinator will work with various businesses in the Portland area to develop opportunities for students to obtain information and experiences about business operations and careers.

The College and Career Coordinator also works with the high school staff to provide the promotion of college and post-secondary learning opportunities for all students. Responsibilities include organization of promotional events and visits along with financial workshops and placement testing.

Essential Job Functions:

- **Develop** and **maintain** system framework for College and Career Exploration program for Grades 9 – 12
- **Develop** and **maintain** system framework for Work-Based Learning Programs, which includes assigning students credit for these experiences.
- **Develop** and **maintain** partnerships with business and community members; solicit and recruit participation of new partners, including alumni and diverse groups.
- **Develop** and **coordinate** college events such as information nights, visitations, and financial aide workshops.
- **Coordinate** and **assign** credit to students for outside/proficiency based opportunities
- **Develop** relationships and partner programs with local community colleges
- **Manage** the staffing in the Career/College Center
- **Coordinate** company visits, mock interviews and job shadows in support of the schools career exploration program
- **Serve** as liaison for CIS (Career Information Systems)
- **Coordinate** and **maintain** parent and community communication regarding career education utilizing the David Douglas High School web and the principal's newsletter
- **Develop** marketing materials, brochures, presentations and forms for various programs including business and education partnerships.
- **Represent** David Douglas High School/District as an active participant on local, regional and state education and business committees
- **Coordinate** data collection relevant to student experiences Grades 9 – 12 and post-high school.
- **Attend** meetings as directed by Principal
- **Coordinate** and **supervise** summer internships for students

Other Job Functions:

- **Other** responsibilities as assigned.

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Job Requirements – Qualifications:

- Prior experience with a high school career exploration program
- Prior experience with a college promotion and financial aid assistance program
- Prior experience with the Oregon Personalized Learning Diploma requirements
- Knowledge and a vision for the implementation of the 40-40-20 plan
- Effective communication skills requiring frequent contact with the public
- Experience working with grant funded programs i.e. Perkins Grant
- Skill in computer operations and use of programs involving word processing, Excel, Power Point, etc.
- Proficient in web design
- Energetic and self directed
- Proficient organizational skills
- Ability to work cooperatively and collaboratively with staff and students
- Attention to detail and follow through

♦ Skills, Knowledge and/or Abilities Required:

Skills to communicate positively and effectively to students, parents and staff; and appropriately intervene in emergency or potentially critical situations, use English in both written and verbal form, communicate effectively with persons of varied educational and cultural backgrounds, document accurately.

Knowledge of policies and practices of the school. Working knowledge of the computer.

Abilities to work in a positive manner with people who are in an adversarial situation.

The ability to sit for prolonged periods, understand and carry out oral and written instructions, work independently with minimal supervision, maintain firm but courteous attitude toward individuals, maintain written records. Significant physical abilities include talking/hearing conversations, near/far visual acuity/depth perception/visual accommodation/field of vision.

Education Required: Bachelor'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.