



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

JOB TITLE: TOSA – Early Childhood Special Education Evaluation Specialist

Reports To: Early Childhood Special Education Administrator

Job Purpose Statement/s: To assist with assessment, program planning and development which facilitates the service provision to children 0-5 years of age.

Essential Job Functions:

- **Participate** as a collaborative team member to assess and gather information about referred children with suspected disabilities.
- **Write** evaluation reports with assessment results for the family, early intervention/early childhood special education team members and other community agency representatives.
- **Attend** and **participate** in meetings for the purpose of eligibility determination and the developing of Individual Family Service Plan (IFSP) for children found eligible for early intervention or early childhood special education based on Oregon Administrative Rules.
- **Provide** support and information regarding specific disabilities, child development, our program, and community resources for children aged birth to five and their families.
- **Maintain** and **complete** records and reports as required by the District, Department or Program.
- **Attend** and **participate** in all required meetings

Other Job Functions:

- **Participate** in ongoing professional development as requested or as approved by the supervisor.
- **Attend** required meetings as assigned.
- **Adhere** to the policies and procedures of the district, department and program.
- **Perform** other related duties as assigned.

Job Requirements – Qualifications:

- ◆ **Experience Preferred:** One year experience working with special needs children birth to 5 years of age and their families.
- ◆ **Skills, Knowledge and/or Abilities Required:**

Skills - Effective communication with parents, team members, and community agency persons.

Knowledge of current Federal and State Regulations relating to Early Intervention/Early Childhood Special Education.

Ability to organize workload to complete assessments according to Oregon Administrative Rule timelines.

Working Conditions: Work is performed in a wide variety of locations, including home, community, school and office environments. May work with student or family. Involves lifting students up to 60 pounds, sitting, and walking. Requires the use of computers, office equipment and driving personal vehicle. Includes occasional attendance at evening and weekend meetings.

Education Required: Master's degree in Early Childhood Special Education or related field or Authorization of Early Childhood Specialist as issued by the Oregon Department of Education.

Licenses, Bonding and/or Testing Required: Current Oregon Teaching License in Early Childhood Special Education; Severe Handicapped Learner or Handicapped Learner; Early Intervention/Early Childhood Special Education Endorsement; or Early Childhood Specialist Authorization through the Department of Education. Criminal Justice fingerprint clearance.

Multi-Cultural preferred. Bi-Lingual preferred. ESOL endorsement preferred.

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

Other: First aid card and cardiopulmonary resuscitation certificate. Valid Oregon Drivers License and access to reliable transportation.

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.