



**DAVID DOUGLAS SCHOOL DISTRICT #40**  
**JOB DESCRIPTION**  
**Licensed - Teacher on Special Assignment (TOSA)**

**JOB TITLE:** TOSA-Student Intervention Specialist – Middle School

**Reports To:** Middle School Principal

**Job Purpose Statement/s:** The Student Intervention Specialist will work closely with the building principal and vice-principal to effectively augment and support the school wide behavior system and discipline program.

**Essential Job Functions:**

- **Work** closely with administration on student discipline issues
- **Communicate** with families and staff regarding student discipline and consequences
- **Address** minor student infractions
- **Develop** effective program to address tardies and students with chronic attendance issues
- **Collaborate** with counselors regarding individual student concerns
- **Analyze** data to determine the effectiveness of interventions and corrections and make appropriate revisions
- **Identify** students who need additional support and refer to
- **Coordinate** the Positive Behavior Support (PBS) program
- **Prepare** agenda for and facilitate PBS meetings
- **Train** all staff in school-wide PBS
- **Analyze** data to determine the effectiveness of interventions and corrections, and make appropriate revisions
- **Monitor** team members and their assigned duties
- **Develop** and **maintain** Check-in, Check-out program
- **Participate** in FBA process and work with appropriate school and district staff, including the Student Intervention Team (SIT) meetings
- **Maintain** safe schools through supervision during the school day and after school programs
- **Supervise** students during the day as necessary
- **Collect** and **analyze** pertinent data related to school wide discipline programs
- **Attend** conferences and workshops pertinent to PBS
- **Attend** district sponsored workshops and in-service opportunities to build skills related to effective student management
- **Perform** other duties as assigned

**Job Requirements – Qualifications:**

- **Experience Preferred:** Facilitating teacher collaboration and planning; background in Positive Behavior Support (PBS)
- 5 years teaching experience at the secondary level

**Skills, Knowledge and/ or Abilities Required:**

*Skills* to successfully lead in-service activities and trainings for staff; communicate effectively with students, parents and staff. Evidence of excellent interpersonal and collaboration skills.

*Knowledge* of best practices in student management and school wide discipline system.

## **TOSA – Intervention Specialist-MS – Page 2**

*Abilities* to articulate effective discipline practices, perform a variety of specialized tasks, maintain records, establish and maintain cooperative working relationships with students, parents, other school personnel, and meet deadlines. Ability to stand and walk for prolonged periods of time and perform a variety of specialized and responsible tasks. Significant physical abilities include lifting/carrying/reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception and accommodation field of vision.

**Education Required:** Bachelor's Degree. Working toward a valid administrative license preferred.

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

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

**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 License 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.