



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

JOB TITLE: TOSA – Makerspace Coach – High School

Reports To: Building Principal

Job Purpose Statement/s: The position of Teacher – Makerspace Coach is for the purpose/s of the set up and use of the David Douglas High School Makerspace Lab. This position will also require the coordination of district, middle and high school staffs.

Essential Job Functions:

- **Set up, monitor** and **care** for David Douglas High School Makerspace facility and equipment.
- **Create** certification procedures for the equipment use.
- **Develop** protocols to issue, receive and maintain tools, equipment, materials, and repair parts used by students and staff. Perform routine repairs and inventory of all equipment. Keep a clean, safe work environment.
- **Provide** professional development for district teachers to integrate “maker” concepts into core content areas.
- **Lead** student and teachers in project based learning.
- **Communicate** effectively with staff, students community and business partners.
- **Work** summer hours and potentially flex daytime schedule during the school year.
- **Manage** grant requirements, collect data and, as necessary, compile reports.
- **Work** with the School-to-Career and district STEAM coordinator to develop and strengthen relationships with business partners.
- **Prepare, present** and **discuss** instructional materials, lesson plans, teaching aides and activities as they relate to the David Douglas High School Makerspace technologies.

Other Job Functions:

- Perform other duties as assigned.
- Moderate to extensive degree of physical stamina and the ability to lift and manipulate computers and equipment. Job requires frequent lifting up to 50 pounds and occasionally lifting up to 75 pounds, reaching, twisting, standing for prolonged periods, hand-eye coordination, able and willing to climb ladders, and the ability to identify color-coded components.

Job Requirements – Qualifications:

- ♦ **Experience Preferred:** Prior job related experience.
- ♦ **Skills, Knowledge and/or Abilities Required:**

Skills and experience with assisting end-user. Experience in leading professional development activities.

Knowledge of the “Maker” movement and theories. Willingness to learn new technologies.

Abilities to work hard in a team-oriented environment and work harmoniously with others. Ability to communicate appropriately and effectively (Orally and in Writing) with others.

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Education Required: Bachelor's Degree. Endorsements in STEM or CTE area of study preferred.

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 candidate preferred. ESOL and/or Reading 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, or willingness to obtain.

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.