



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

JOB TITLE: TOSA-EI/ECSE Outreach Specialist

Reports To: Director of Student Services

Job Purpose Statement/s: To provide Early Intervention/Early Childhood Special Education outreach, Child Find, and screening services to children located in community preschools, family child care, hospitals, pediatric and community health clinics, homeless shelters, and other community early childhood environments. To provide on-site consultation and training to child care providers regarding the adaptation of the environment and/or curriculum for accommodation of children with special needs in these settings.

Essential Job Functions:

- **Conduct** outreach activities with Multnomah County Child Care Resource and Referral (CCR&R) to provide information and resources on Early Intervention and Early Childhood Special Education.
- **Coordinate** County Child Find activities with representatives from other early childhood agencies.
- **Schedule** and **conduct** visits to early childhood care and education providers including but not limited to home child care providers, center based child care providers, community preschool staff, health providers, and others working with children birth through five and their families to assist in the adaptation of environments and/or curriculum for children at risk or receiving early childhood special education.
- Coordinate and conduct screening activities for EI/ECSE with early childhood care and education providers.
- **Provide** support and training using multiple methods of engagement to parents, and early childhood care **and education**-providers related to the EI/ECSE process, specific disabilities and strategies to ensure the success of children in natural environments and typical settings.
- **Work** with director/coordinator to develop and maintain systems to collect data related to child find/placement and services for children as specified by EI/ECSE contractors and CCR&R.
- Provide service coordination for children and families to assist in locating and accessing inclusive placements.
- Provide service coordination for children in inclusive settings to ensure high quality services by supporting the collaboration of the early childhood providers to implement the Individual Family Service Plan.
- Complete student file reviews and provide coaching to early childhood special education staff to ensure procedural compliance.
- Provide training and coaching on the Quality Rating Improvement System and support early childhood care and education staff to meet the standards to improve the quality of early learning environments for children.
- **Work** with CCR&R staff to complete quarterly Newsletter and other written communication as requested by coordinator/supervisor.
- **Maintain** satisfactory job attendance record.
- **Use** personal safety techniques to avoid exposure and injury to self, students, and other staff.

Other Job Functions:

- **Participate** in ongoing professional development as requested or as approved by the supervisor.
- Demonstrate knowledge of state initiatives and work with partners to ensure implementation at the local level.
- **Attend** required meetings as assigned.
- **Adhere** to the policies and procedures of the district, department and program.
- **Perform** other related duties as assigned.
- **Provide** educational trainings/attend functions that may require a flexible work schedule including periodic evenings and weekends.

TOSA-EI/ECSE Outreach Specialist – Page 2

Job Requirements-Qualifications:

- Three years' experience working with children with special needs birth to 5 years of age and their families in natural environments and typical settings.

Skills, Knowledge and/or Abilities Required:

Skills - Ability to use good communication skills and productive problem-solving strategies as a collaborative team member.

Knowledge - Thorough understanding of early childhood systems, including EI/ECSE and Child Care. Comprehensive understanding of typical and atypical child development from birth through five years of age. Comprehensive understanding of service to children in natural environments and typical settings through direct service provision. Knowledge of the rules and regulations which apply to the eligibility and provision of EI/ECSE services.

Ability to work in partnership with families, mutually exploring options, soliciting input about what they want for their child, and respecting choices. Ability to work with early childhood partners to provide quality services to young children and their families.

Working Conditions: Work is performed in a wide variety of locations, including home, office and school environments. Requires the use of computers, office equipment and driving personal vehicle. May work with high stress student or family situations. Involves lifting students up to 40 pounds without additional support. Provide services to children in child sized environment that includes stooping, bending and sitting to serve infants and toddlers. Attendance at evening and weekend meetings.

Education Required: Master's Degree in Special Education, Psychology or related field preferred.

Licenses, Bonding and/or Testing Required: Current Oregon TSPC License in Early Intervention/Early Childhood Special Education; or Early Intervention/Early Childhood Special Education Endorsement; or Master trainer through the Oregon Center for Career Development or the ability to meet the requirements within 12 months of employment.

Criminal Justice fingerprint clearance, driver's license and evidence of insurability.

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

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.