



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

JOB TITLE: TOSA-EI/ECSE Positive Behavior Supports Specialist

Reports To: Director of Student Services

Job Purpose Statement/s: To coordinate Individual Family Service Plan (IFSP) services, consult with early childhood sites and work directly with children eligible for Early Intervention/Early Childhood Special Education (EI/ECSE) who exhibit social, emotional and behavior needs. To develop positive behavior supports (PBS) and other modifications for EI/ECSE eligible children so they may participate to the maximum extent possible, make progress on their IFSP goals, and maintain placement in their early childhood setting (least restrictive environment) which may include Early Childhood Special Education classrooms, private preschools, childcare settings, and/or Head Start settings.

Essential Job Functions:

- **Provide** service coordination including the development, implementation, and review of IFSP plans for children in early childhood settings with behavior challenges.
- **Design, facilitate** and **provide** technical assistance to early childhood providers about PBS.
- **Support** early childhood programs to perform functional behavioral assessments and social-emotional needs assessments as required to assist children to succeed in their setting.
- **Participate** as a collaborative team member to assess and gather data on the effectiveness of behavior intervention plans.
- **Participate** in the Oregon PBS network, and in State PBS activities as directed by the EI/ECSE supervisor and/or coordinator.
- **Provide** support and information regarding specific disabilities, child development, the EI/ECSE program, and community resources to teachers and families of children aged birth through five.
- **Develop** appropriate systems to regularly monitor educational progress and maintain records and submit reports as required by program procedures and Oregon Administrative Rules.
- **Attend** advisory meetings or other identified meetings as needed or requested and provide appropriate information as requested in both verbal and written formats.
- **Conduct** in-service training for parents, caregivers, and early childhood providers as requested and approved by Supervisor and/or Coordinator.
- **Maintain** satisfactory job attendance record.
- **Implement** program adopted crisis prevention intervention strategies to include the use of de-escalating procedures and physical interventions to avoid injuries. Use personal safety techniques to avoid exposure and injury to self, students, and other staff.
- **Attend** and participate in all required EI/ECSE staff meetings.

Other Job Functions:

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

Job Requirements-Qualifications:

- Three years' experience working with children with special needs birth to 5 years of age and their families.

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Skills, Knowledge and/or Abilities Required:

Skills - Training and experience in behavioral assessment and intervention and experience using positive behavior supports.

Knowledge of research applied to PBS, State-wide PBS network, and PBS activities. Knowledge of rules and regulations that apply to the eligibility and provision of EI/ECSE services.

Ability to objectively evaluate and document student progress. Ability to communicate effectively with parents, caregivers, and early childhood providers.

Working Conditions: Work is performed in a wide variety of locations, including office and school 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 Special Education, Psychology or related field preferred.

Licenses, Bonding and/or Testing Required: Current Oregon License in one of the following:

- a. TSPC license in Early Childhood with;
 1. Severe Handicapped Learner or Handicapped Learner endorsement; or
 2. Early Intervention/Early Childhood Special Education Endorsement; or
- b. Early Childhood Specialist Authorization through the Oregon Department of Education.

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.