



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

JOB TITLE: Pre-K/K-1 Curriculum - TOSA

Reports To: Assistant Director of Student Services

Job Purpose Statement/s: The purpose of the Pre-K/K-1 Curriculum TOSA is to lead a community of practice of early childhood care and education providers and k-1 teachers to support shared professional learning focused on increase awareness of environmental context, curricula and instruction from Pre-k through 1st grade.

Qualifications:

- Holds an Oregon Teaching Certificate with EI/ECSE Endorsement, EC - 3rd grade multi-subject self-contained endorsement, or an administrative license.
- Master's Degree
- Minimum of five years teaching experience Pre-K- K
- Adeptness as a teacher-leader and a professional development facilitator
- Strong interpersonal skills
- Experience in mentoring and coaching others

Essential Job Functions:

- Recruit participants for an ongoing professional learning community focused on Pre-k- K programs and services within DDSD.
- Determine what members of the community of practice members would like to learn about Pre-K and K.
- Identify Pre-K and K staff that can present on Pre-K through K-1 best practices.
- Facilitate conversations leading to a better understanding of the similarities and differences in Pre-K and K programs, rules, regulations, standards, and context.
- Design a variety of professional learning opportunities to meet the needs identified by the group of participants to further knowledge and understanding of the Pre-K-K progression.
- Work with the Curriculum Team, early childhood education providers, and K-1 staff to differentiate core content/CCSS to aid in preparing children for kindergarten
- Organize guided visitations/observations for teacher/early childhood educators.
- Plan, facilitate, and/or instruct teacher/early childhood educators and K teacher workshops in the district to provide deeper knowledge of how to align Pre-K and K within the district.
- Develop a framework/tool kit for how other districts could engage in cross age group professional learning.
- Attend Early Learning Department training/meetings based on the Innovation Grant work.
- Plan and facilitate community of practice meetings
- Demonstrate a professional and positive attitude when carrying out responsibilities
- Meet the state standards for competent and ethical performance
- Perform other duties as assigned

Skills, Knowledge and/ or Abilities Required:

Skills in successfully teaching, planning, developing and implementing appropriate curriculum and assisting teachers in realizing success.

Pre-K/K-1 Curriculum – TOSA – Page 2

Effective Interpersonal Communication

- Works collaboratively
- Listens with compassion and empathy
- Communicates openly, honestly and sensitively
- Builds rapport and trusting relationships
- Respects confidentiality
- Can clearly explain thinking and decision-making regarding early childhood practices
- Manages conflict effectively

Knowledge of best practices in early childhood instruction, curriculum, alignment to the early childhood framework, Quality Rating Improvement System, k-5 Common Core State Standards, and CCSS instructional shifts

Knows and implements research based content pedagogy

Knows and uses state/local learning goals, professional teaching standards and assessments

Knows and is responsible for the unique needs of students, parents, and community (cultural competence)

Assessment Literate (knows various types of assessments, purposes, and how to use)

Knowledge and experience with Professional Learning Teams

Ability to sit, stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, meet schedule and deadlines. Significant physical abilities include lifting/ carrying/ reaching/ handling, talking/ hearing conversations, near/ far visual acuity/ depth perception and accommodation field of vision.

Essential Physical Requirements:

- Moderate degree of physical stamina, with frequent lifting of up to 10 pounds and occasional lifting of up to 50 pounds required.
- Ability to move freely to various locations.
- Frequent standing, walking, sitting, and bending.
- Exposure to noise and activity of an office setting.
- Exposure to outdoor weather conditions

Education Required: Master's Degree

Licenses, Bonding and/ or Testing Required: : Appropriate Teacher Standards and Practices Commission license or eligible to obtain, State licensure, Criminal Justice fingerprint clearance, and valid 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.

Terms of Employment: Salary and work year according to the current contract and school calendar, with an additional five days of extra duty each August (pending budget). Salary to be established by collective bargaining agreement.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board 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.