



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

**JOB TITLE:** TOSA-School Achievement Specialist – Middle School

**Reports To:** Middle School Principal

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

**Essential Job Functions:**

- Attend all office admin, site team, PBIS, IPBIS meetings.
- Facilitate PBIS and IPBIS meetings.
- Assist with the implementation, monitoring, and evaluation of the FLMS School Improvement Plan.
- Support initiatives designed to improve student achievement created by building site team and other committees.
- Coordinate the collection of student performance, incident, and attendance data needed to monitor improvement efforts.
- Prepare required reports and maintain appropriate records for students on behavior programs as assigned by the IPBIS team.
- Analyze and share data with staff (e.g. failing students, student attendance, progress reports, and trends in student behavior).
- Support staff with behavior of SLP-B students.
- Liaison between staff and parents/students who need additional academic or behavior support.
- Coordinator *Check and Connect* program
- Provide OAKS testing support for students with attendance, behavioral, or other testing concerns.
- Coordinate and monitor universal rewards systems for students at Floyd Light.
- Assist with student management when administrators are out of the building.
- Facilitate student scheduling and forecasting as needed.
- Perform other duties as assigned by building administrator.

**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.

## **School Achievement Specialist, Middle School – Page 2**

*Ability* 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.

### **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 in the physical assistance of students with special needs. Ability to move freely to various locations within the classroom and other supervisory settings (cafeteria/playground). Frequent standing, walking, sitting and bending. Exposure to noise and activity of a school setting. Exposure to outdoor weather conditions.

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

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

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

**Licenses 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.

**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.