



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

JOB TITLE: TOSA-School Improvement Coordinator – Elementary

Reports To: Elementary Principal

Job Purpose Statement/s: The School Improvement Coordinator will work closely with the building principal to effectively augment and support student achievement.

Essential Job Functions:

- **Facilitate** Positive Behavior Support (PBS)
 - Manage data and school behavior action plans
 - Provide school level coaching and train new staff
 - Facilitate PBS team's communication of district trainings to building staff
 - Develop lesson plans and interventions with PBS team based on school wide data
 - Share school wide discipline data and interventions with building staff on a monthly basis
 - Facilitate development and maintenance of evidence-based practices as measured by fidelity measures such as: SET, BOQ & TIC
- **Coordinate Facilitate** Intensive Positive Behavior Support (IPBS) system
 - Facilitate IPBS team meetings completing Agenda checklist
 - Insure action planning for student intervention and system development
 - Facilitate and implement CICO program
 - Develop, coordinate and implement targeted interventions based on school need
 - Manage and monitor student behavior data systems (ODR, CICO Data & BSP data)
 - Communicate data and available interventions with staff monthly
 - Facilitate FBA/BSP meetings and guide development of BSP with assistance from District Behavior Specialist
 - Conduct FBA interviews and observations to inform Behavior Support Plans
 - Develop, implement / support implementation, and monitor data collection for Behavior Support Plans with assistance
- **Coordinate** building assessment plan
 - Create assessment schedule
 - Ensure all students are tested
 - Proctor on an emergency basis only
- **Support** School Improvement Team in meeting goals of School Improvement Plan (SIP)
- **Work** closely with administration on student discipline issues
- **Communicate** with families and staff regarding student discipline and consequences
- **Collaborate** with counselors regarding individual students concerns
- **Collaborate** with the principal in the preparation of staff trainings and workshops
- **Assist** in hiring classified staff
- **Become** familiar with and uphold the enforcement of school rules, procedures, Administrative Regulations and Board Policies
- **Demonstrate** a professional and positive attitude while carrying out responsibilities as a faculty member
- **Attend** staff meetings, district sponsored workshops and PBS Meetings to build skills related to effective student management and PBS
- **Meet** the state standards for competent and ethical performance
- **Perform** other duties as related to student achievement

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Other Job Functions:

- **Assist** other personnel as may be required for the purpose of supporting them in the completion of their work responsibilities
- **Participate** in various meetings (e.g. parent conferences, in-service trainings, site meetings, etc.) for the purpose of receiving and/or providing information

Job Requirements – Qualifications:

- ♦ **Experience Preferred:** Facilitating teacher collaboration and planning; background in Positive Behavior Support (PBS)
- **5 years teaching experience at the elementary 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.

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.

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.

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.

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.