



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

**JOB TITLE:** TOSA – School Improvement Coordinator – Middle School

**Reports To:** Middle School Principal

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

**Essential Job Functions:**

- Instructional Coaching
  - **Access** and **disaggregate** multiple sources of data to evaluate effectiveness of instruction and interventions; provide data driven guidance to staff.
  - **Facilitate** the intellectual and professional development of teachers with a focus on improving student achievement, implementing Common Core and the Smarter-Balanced Assessment
  - **Support** teachers in the achievement of their professional goals by staff development that enhances teacher effectiveness
  - **Mentor** new teachers and staff; implement new trainings for classified staff
- Behavior Support
  - **Work** closely with administrator on student discipline issues
  - **Become** familiar with and uphold the enforcement of school rules, discipline policy and procedures and board policies
  - **Develop, coordinate, and implement** targeted interventions based on school needs and determined in collaboration with principal and staff
  - **Communicate** with families and staff regarding student discipline and consequences
  - **Collaborate** with staff regarding individual student concerns, behavior, and attendance.
  - **Provide** assistance to staff in implementing and developing successful student and classroom management strategies and procedures
  - **Implement** building attendance protocols to address and reduce chronic absenteeism
  - **Assist** with the development and implementation of FBA and BSPs as needed
- Building and District Assessment Plan
  - **Create** assessment schedule in collaboration with principal
  - **Train and Communicate** SBAC formative and summative assessment protocols, accommodations, and modifications to staff.
  - **Ensure** all students participate in appropriate assessments for which they are eligible; ensure equal opportunity for all students
- Other
  - **Meet** the state standards for competent and ethical performance
  - **Respond** to change productively and with a positive attitude
  - **Perform** other duties as related to school improvement, student behavior, student supervision, and student achievement.
  - **Other** duties as assigned

**Skills, Knowledge and/or Abilities Required:**

*Skills* to successfully lead in-service activities and trainings for staff; communicate effectively with students, parents, and staff.

Strong interpersonal and collaboration skills and able to create positive relationships with teachers and administrators.

Demonstrated ability to function as a positive collaborative member of a team

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Skill in technology and use of multiple data sources.

*Knowledge* of CCSS, SBAC, student discipline and classroom management best practices at the secondary level.

Deep knowledge of and experience in: student engagement, research based instructional practices, literacy, and assessment driven instruction that results in higher student achievement.

*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.

Demonstrate ability to communicate in a professional manner both orally and in writing.

Demonstrated strength in organization, communication skills and efficiency in meeting deadlines.

Demonstrated interest and engagement in professional learning and reflection.

### **Job Requirements – Qualifications:**

- **5 years of teaching experience at the secondary level**

### **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. Master's Degree preferred.

Multi-Cultural preferred. Bi-Lingual candidate 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 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.