



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

JOB TITLE: School Support Specialist

Job Purpose Statements: The primary purpose of the position of School Support Specialist is to support the principal in establishing an instructional vision and a focused plan for improving student achievement; monitoring and supporting instruction; supporting teachers in improving their instructional practice; creating a community of continuous learning for all staff and students; and fostering a culture of high expectations for a students.

Essential Job Functions:

- **Participate** in the development and implementation of educational programs; encourage and support implementation of instructional programs, helping teachers pilot such efforts when appropriate; and promote the use of technology in teaching and learning process.
- **Promote** a positive, caring climate for learning; deal sensitively and fairly with persons from diverse cultural backgrounds; and communicate effectively with students, staff and parents.
- **Participate** in development of school improvement plans with staff, parent, and community members; help principal develop, maintain, and use information systems to track progress on school performance objectives and academic excellence indicators.
- **Articulate** the school's mission to community and solicit its support in accomplishing the mission; and use appropriate and effective techniques to encourage community and parent involvement.
- **Assist** operations as assigned by the principal; may include activities such as daily school activities and extracurricular activity schedules; supervise monitoring of student attendance and investigate when appropriate and comply with federal and state laws, State Board of Education rules, and board policy.
- **Ensure** that students are adequately supervised during non-instructional periods; develop and/or help maintain a student discipline management system that results in positive student behavior; ensure that school rules are uniformly observed and that student discipline is appropriate and equitable; conduct conferences on student and school issues with parents, students, and teachers.
- **Assist** in the development and implementation of behavior plans, i.e.: BSP's and FBA's
- **Participate** in professional growth to improve skills related to current and future job assignment.
- **Perform** other duties as assigned.

Other Job Functions:

Demonstrate experience as an educator who is culturally competent and can demonstrate an ability to improve student outcomes and reduce the achievement gap. Must be able to bring a passion for ensuring that all students have access to the opportunities that will allow them to transition high school with the academic and social skills required to succeed.

School Support Specialist – Page 2

Job Requirements - Qualifications:

- ◆ **Experience Preferred:** Prior job related experience

- ◆ **Skills, Knowledge and/or Abilities Required:**
 - Skills* in planning, developing, and implementing appropriate curriculum and assisting students in realizing success. Effective communication skills with students, parents and other school personnel.

 - Knowledge* of instructional theory and best practices, curriculum, state education code, state standards and district policies.

 - Abilities* to stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with students, parent, other school personnel, 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.

Education Required: Bachelor's Degree.

Licenses, Bonding and/or Testing Required: Appropriate State license or eligible to obtain, Criminal Justice fingerprint clearance, and valid driver's License and evidence of insurability.

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.

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 annually in accordance with provisions of the Board's policy on evaluation of professional 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.