



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

**JOB TITLE:** TOSA – Student Achievement Specialist

**Reports To:** Elementary Principal

**Job Purpose Statement/s:** The Student Achievement Specialist will work closely with the building principal to effectively augment and support student achievement and with the district to support the implementation of district initiatives.

**Essential Job Functions:**

- Instructional Coaching
  - **Attend** PLT and grade level collaboration meetings; provide support to these teams
  - **Coach** new teachers and staff; implement new trainings for classified staff
  - **Access** and **disaggregate** multiple sources of data to evaluate effectiveness of instruction and interventions; provide data driven coaching to staff
  - **Facilitate** the intellectual and professional development of teachers with a focus on improving student achievement
  - **Support** teachers in implementation of common core state standards and use of district adopted curriculum
  - **Support** teachers in the achievement of their professional goals by using coaching strategies that enhance teacher effectiveness
    - Co-planning with teachers
    - Modeling instructional strategies
    - Modeling student engagement strategies
    - Co-teaching and side-by-side coaching
  - **Network** with other instructional coaches and participate in ongoing professional development
- School and District Improvement
  - **Participate** in the development, implementation and monitoring of the school improvement plan
  - **Facilitate** leadership meetings as needed or assigned. (i.e. Site Council, 100% meetings)
  - **Assist** in improving and promoting family engagement
  - **Communicate and support** implementation of district initiatives

**Building and District Assessment Plan**

- **Create** assessment schedule in collaboration with principal
  - **Communicate** assessment protocols and testing security training to staff to ensure successful administration of common assessments
  - **Ensure** all students participate in appropriate assessments for which they are eligible; ensure equal opportunity for all students
  - **Assist** with proctoring of assessments when assigned
- Other
    - **Maintain** schedule flexibility for the needs of the position
    - **Assist** with behavior if needed when principal and Student Behavior Specialist are out of the building.
    - **Meet** the state standards for competent and ethical performance
    - **Respond** to change productively and with a positive attitude
    - **Perform** other duties as assigned

## **Student Achievement Specialist - Page 2**

### **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
- Skill in technology and use of multiple data sources
- Knowledge of RTI, CCSS, student discipline and classroom management
- Deep knowledge of and experience in: student engagement, research based instructional practices, differentiated instruction, and assessment driven instruction that result in student achievement
- 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 elementary level (minimum)**
- **Complete and uphold CPI Certification**

### **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.

**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 candidate 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.

**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.