



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

**JOB TITLE:** TOSA-EI/ECSE System Performance Review and Improvement Specialist

**Reports To:** Director of Student Services

**Job Purpose Statement/s:** To coordinate Child Find, referral, intake, evaluation, eligibility, and Individual Family Service Plan (IFSP) services with families, early childhood partners, and Early Intervention/Early Childhood Special Education (EI/ECSE) staff. Provide program support to professional staff to interpret and implement complex policies, procedures of Federal and State Rules and Regulations, and district program policies, procedures and practices for EI/ECSE.

**Essential Job Functions:**

- **Coordinate** and **provide** outreach activities to families of children birth through five years of age that may qualify for EI/ECSE services.
- **Communicate** with families and respond to questions and concerns throughout the intake, evaluation, eligibility, and IFSP process.
- **Track** referrals to Multnomah Early Childhood Program to ensure compliance with Federal and State time lines.
- **Assess** EI/ECSE paperwork for accuracy and completion based on Federal and State rules and regulations.
- **Coach** EI/ECSE staff in Procedural Compliance Reviews based on the System Performance Review and Improvement requirements.
- **Design, facilitate, and provide** technical assistance to early childhood providers on the referral, screening, evaluation, eligibility, and EI/ECSE service requirements.
- **Provide** training, support, and information regarding specific disabilities, child development, the EI/ECSE program, and community resources to teachers and families of children aged birth through five.
- **Participate** as a collaborative team member to assess and gather data on the effectiveness of activities on the System Performance Review and Improvement Plan.
- **Participate** as a collaborative team member to update the SPR&I Plan based on data collection, review, and analysis.
- **Attend** advisory meetings or other identified meetings as needed or requested and provide appropriate information as requested in both verbal and written formats.
- **Attend and participate** in all required EI/ECSE staff meetings.
- **Maintain** satisfactory job attendance record.
- **Use** personal safety techniques to avoid exposure and injury to self, students, and other staff.
- **Adhere** to the rules and procedures of the licensing agency for the license carried for this position.

**Other Job Functions:**

- **Participate** in continuing professional development as requested and approved by the supervisor.
- **Adhere** to the policies, procedures and practices of the district, department, and program.
- **Perform** other job-related duties as assigned.

**Job Requirements-Qualifications:**

- Five years' experience in Child Find, referral, intake, screening, evaluation, eligibility, and IFSP development.

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

*Skills* - Training and experience in Child Find, referral, intake, screening, evaluation, eligibility, and IFSP development for children birth through five. Demonstrated excellent oral and written communication skills.

*Knowledge* of research and best practices applied to the above activities. Knowledge of the Federal and State rules and regulations that apply to the provision of EI/ECSE services. Knowledge of the System Performance Review and Improvement Process.

*Ability* to objectively evaluate and document program progress on SPR&I goals. Ability to access local and state databases to track, analyze, and report information. Ability to communicate effectively with parents, caregivers, and early childhood providers.

**Working Conditions:** Work is performed in a wide variety of locations, including office and preschool environments. May work with student or families. Involves lifting students up to 60 pounds without additional support, sitting, and walking. Requires the use of computers, office equipment and driving personal vehicle. Includes occasional attendance at evening and weekend meetings.

**Education Required:** Master's Degree in Special Education, Psychology or related field preferred. Preference given to candidates with supervisory experience.

**Licenses, Bonding and/or Testing Required:** Current Oregon License in one of the following:

- a. TSPC license in Early Childhood with;
  1. Severe Handicapped Learner or Handicapped Learner endorsement; or
  2. Early Intervention/Early Childhood Special Education Endorsement; or
- b. Early Childhood Specialist Authorization through the Oregon Department of Education.

Criminal Justice fingerprint clearance, driver's license and evidence of insurability.

Multi-Cultural preferred. Bi-Lingual preferred. ESOL endorsement 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 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.