



**David Douglas School District #40
TOSA Job Description**

JOB TITLE: TOSA-EI/ECSE Inclusion Specialist

Reports To: Director Early Intervention/Early Childhood Special Education

Job Purpose Statement/s: Support service coordinators for children receiving Early Intervention/Early Childhood Special Education (EI/ECSE) by consulting/coaching early childhood care and education providers to support children who exhibit social, emotional and behavior needs or require significant modification to engage in class routines in community settings. Work with families and staff to implement evidence-based practices to provide high quality environments leading to growth and development across five developmental domains. Coach and model to others to use the Early Childhood Pyramid Model (ECPBS) for Tier 1, Tier 2, and Tier 3 strategies. Implement the Prevent, Teach, Reinforce-Young Children (PTR-YC) to fidelity and provide recommendations for modifications and adaptations that are evidence-based so children are successful in their early childhood setting and assist in preparing children for school readiness.

Essential Job Functions:

- Support service providers in providing evidence-based practice around development, implementation, and review of IFSP plans for children demonstrating social-emotional and/or behavioral needs, in inclusive early childhood settings.
- **Design, facilitate and provide** technical assistance to early childhood care and education providers using the Early Childhood Pyramid Model.
- **Support** early childhood programs through implementation of the Prevent, Teach, Reinforce – for Young Children for individualized positive behavior supports to fidelity.
- **Coach and Model** evidence-based strategies for early childhood providers, including the LEAP Model and peer-mediated intervention and practice-based coaching.
- **Use practice-based coaching** to support early childhood care and education providers in the use of evidence-based practices within preschool settings.
- **Model** incidental teaching with classroom and related services staff to increase engagement and independence.
- **Participate** as a collaborative team member to develop data systems, collect data, and analyze data on the effectiveness of behavior support plans.
- **Participate** in the Oregon PBS network, State PBS activities and PBIS leadership as directed by the EI/ECSE Supervisor.
- **Provide** 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.
- **Develop** appropriate systems to regularly monitor educational progress and maintain records and submit reports as required by program procedures and Oregon Administrative Rules.
- **Attend** advisory meetings or other identified meetings as needed or requested and provide appropriate information as requested in both verbal and written formats.
- **Conduct** in-service training for community sites, caregivers, and early childhood providers as requested and approved by supervisor.
- **Maintain** satisfactory job attendance record.
- **Implement and train** others in use of the program adopted crisis prevention intervention strategies to include the use of de-escalating procedures and physical interventions to avoid injuries. Use personal safety techniques to avoid exposure and injury to self, students, and other staff.
- **Attend** and participate in all required EI/ECSE staff meetings.

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Other Job Functions:

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

Job Requirements-Qualifications:

- Experience teaching or coaching others in preschools and educational settings.
- Three years' experience working with children who are at risk for delays or children eligible for Early Intervention/Early Childhood Special Education services.
- Recent preschool classroom teaching experience.
- Demonstrated skills in training adults, including families, care providers and preschool teaching staff.
- Strong child development background.
- Ability to work with other professionals in early care settings to promote inclusive practices for all.

Skills, Knowledge and/or Abilities Required:

Skills - Training and experience in behavioral assessment and intervention and experience using positive behavior supports.

Knowledge of research applied to PBS, State-wide PBS network, and PBS activities. Knowledge of rules and regulations that apply to the eligibility and provision of EI/ECSE services.

Ability to objectively evaluate and document student progress. Ability to communicate effectively with families, caregivers, and early childhood providers.

Working Conditions: Work is performed in a wide variety of locations, including office and school environments. May work with student or family. Involves lifting students up to 60 pounds, 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

Licenses, Bonding and/or Testing Required:

Current Oregon Teaching License. Authorization level PK-12. Dually endorsed in Elementary: Multiple Subjects and Special Education: Early Intervention, Special Education: Generalist, or Special Education: Communication Disorders, or Speech Language Pathologist license.

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

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

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

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.

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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.