



DAVID DOUGLAS SCHOOL DISTRICT #40
JOB DESCRIPTION
Licensed-Teacher on Special Assignment (TOSA)

JOB TITLE: TOSA – Para educator Mentor and Professional Learning Coordinator

Reports To: Director of Curriculum & Instruction

Job Purpose Statement/s: Design and provide professional learning for paraeducators, aligned with best instructional and social-emotional practices, with a grounding in racial equity and cultural responsiveness, to support academic achievement for diverse learners. Effectively onboard, mentor, and design systems to retain paraeducators.

Essential Qualities:

- **Trust:** Develop trust among coworkers through honesty and fairness.
- **Communication:** Communicate in an inclusive and collaborative manner.
- **Equity:** Lead with equity and embed DDSD Equity Lens in all decision-making.
- **Vision:** Lead with vision and follow-through.
- **Personal Qualities:** Be respectful, caring, and courageous.
- **Management Style:** Be visible, humble, and a team player.
- **Agency-wide perspective:** Be involved in, and supportive of continuous overall improvement of DDSD.

Essential Job Functions:

- **Team** with fellow Paraeducator Professional Learning Coordinator & Mentor in all functions listed below.
- **Coordinate** with Human Resources to design and implement a high-quality onboarding system for paraeducators working in classrooms.
- **Develop** a comprehensive and systematic process to obtain paraeducators', teachers', administrators', and other stakeholders' input in all matters relating to onboarding, mentoring, and professional learning.
- **Design** and/or **coordinate** the implementation of high-quality professional learning opportunities for paraeducators.
- **Convene** and **coordinate** an advisory body of paraeducators and other stakeholders to inform and shape professional learning offerings for paraeducators.
- **Develop** paraeducator professional standards and evaluation system in coordination with Human Resources and the Classified Union (OSEA)
- **Develop** and **disseminate** a DDSD best practices handbook for effectively utilizing and supporting paraeducators.
- **Plan** and **instruct** an August Paraeducator Academy open to all classified staff.
- **Organize** school visitations and observations.
- **Create** pathways for paraeducator leadership opportunities.
- **Collaborate** regularly with DDSD New Teacher Mentor Team and DDSD Grow Your Own Program Facilitators.
- **Collaborate** with MESD and other regional resources on best practices and emerging trends related to professional learning and career advancement for paraeducators.

- **Gather** and **analyze** data and information related to program activities, outcomes, and effectiveness.

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- **Work** with Curriculum & Instruction, Multi-lingual Programs & Equity, Diversity, Equity & Inclusion, Student Services, Instructional Technology, Human Resources, and Business Offices.
- **Attend** Curriculum Team Meetings
- As appropriate, **establish** and **track** district budgets for paraeducator professional learning and collaboration.
- **Contribute** to a positive and productive work environment.
- **Maintain** regular and timely attendance
- **Perform** additional related duties as assigned.

Skills, Knowledge and/or Abilities Required:

Skills - Strong interpersonal skills that allow for collaborative working relationships with diverse individuals, groups, and organizations.

Experience designing and delivering professional learning to diverse learners using a range of delivery methods.

Effective written and oral communication skills.

Knowledge - Demonstrated experience engaging with and addressing issues of race and equity within the professional learning, educational system, and/or related systems.

Ability - Proven ability to provide exceptional customer service.

Ability to be fluid, flexible, and comfortable with special projects and work with a rapidly changing set of responsibilities.

Effective Interpersonal Communication

- Works collaboratively
- Listens with compassion and empathy
- Communicates openly, honestly, and sensitively
- Builds rapport and trusting relationships
- Respects confidentiality
- Can clearly explain thinking and decision-making.
- Manages conflict effectively

Job Requirements-Qualifications:

- Minimum of five years teaching experience at the elementary and/or secondary level
- Experience designing and delivering professional learning
- Strong interpersonal skills
- Experience in mentoring and/or coaching others

Education Required: Master's Degree

Licenses, Bonding and/or Testing Required: Appropriate Teacher Standards and Practices licensure. Criminal Justice fingerprint clearance, valid driver's license, and evidence of insurability.

Multi-Cultural preferred. Bi-Lingual preferred

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

David Douglas School District is An Equal Opportunity Employer

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.