



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

**JOB TITLE: TOSA- David Douglas Preschool Inclusion Specialist**

**Reports To:** Director of Student Services

**Job Purpose Statement/s:** Support David Douglas preschool teachers serving children receiving Early Intervention/Early Childhood Special Education (EI/ECSE) by consulting/coaching around inclusive practices for students with disabilities. Work with 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 kindergarten readiness.

**Essential functions:**

- **Collaborate** with Multnomah Early Childhood Program (MECP) regarding training, support to students, and best practices in EI/ECSE.
- **Support** staff in providing evidence-based practice around development, implementation, and review of IFSP plans for children demonstrating social-emotional and/or behavioral needs, in inclusive David Douglas preschool education settings.
- **Design, facilitate** and **provide** technical assistance to David Douglas preschool education providers using the Early Childhood Pyramid Model.
- **Support** David Douglas preschool education providers through implementation of the Prevent, Teach, Reinforce – for Young Children for individualized positive behavior support to fidelity.
- **Coach and Model** evidence-based strategies for David Douglas preschool education providers, including the LEAP Model and peer-mediated intervention, and practice-based coaching.
- **Use practice-based coaching** to support David Douglas preschool 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 PBIS network, State PBIS activities, and PBIS leadership as directed by the Student Services Department.
- **Provide** support and information regarding specific disabilities, child development, the ECSE program, and community resources to teachers and families of children three 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 David Douglas preschool education providers as requested and approved by supervisor.
- **Maintain** satisfactory job attendance record.
- **Implement and train** others in the use of the 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 department meetings for Student Services and training through a collaborative relationship with the Multnomah Early Childhood Program (MECP).

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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 PBIS, State-wide PBIS network, and PBIS 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 district office and all school building environments. May work with students 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, reliable transportation, and evidence of insurability.

**Must be enrolled in the Oregon Central Background Registry prior to beginning employment and enrollment must be maintained throughout employment.**

**Must complete fingerprinting and background check with Oregon Department of Education.**

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

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

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**Other:** First aid card and cardiopulmonary resuscitation certificate

**Terms of Employment:** Salary and work year according to the current contract and school calendar.

**Evaluation:** The 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.

***David Douglas School District is An Equal Opportunity Employer***