



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

**JOB TITLE:** District Mathematics Specialist - TOSA (Teacher on Special Assignment)

**Reports To:** Assistant Director of Curriculum & Title Programs

**Job Purpose Statement/s:** David Douglas School District is committed to maximizing student outcomes for all learners through data-based decision making, meaningful collaboration, ongoing professional learning, implementation of core curriculum, and innovative, evidence-based practices. We believe every student has the ability to learn, and teachers are at the helm of that learning. This position provides district support in improving K-12 mathematics programming with a grounding in racial equity and cultural responsiveness to support academic achievement for diverse learners.

**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.
- **District-wide perspective:** Be involved in and supportive of continuous overall improvement of DDSD.

**Essential Job Functions:**

- **Facilitate** math curriculum adoptions for core, intervention, and supplemental materials.
- **Guide** the understanding and implementation of District selected mathematics curricula and instructional methods and assessments with all stakeholders (teachers, principals, coaches, families, etc.)
  - **Develop, revise, and/or update** curriculum and supporting documents to reflect current standards, math pedagogy, and curriculum pacing.
  - **Collaborate** with math teacher leaders to refine and develop common standards-based pacing plans, mid-year, and end-of-year common assessments for each grade level.
- **Assist** in developing, communicating, and implementing protocols for core, intervention, and enrichment courses.
- **Demonstrate** exemplary research-based mathematics instruction through coaching, professional learning, modeling, and collaborative planning to support high-quality, student-centered, culturally responsive math instruction.
- **Continuously monitor, track and analyze** student achievement data.
- **Collaborate** with various teams (administrators, teachers, instructional coaches, department chairs) to facilitate analysis of data provided by diagnostic assessments, district-level assessments, common formative assessments, and summative assessments.
- **Attend** weekly Curriculum & Instruction Team meetings and collaborate/plan with TOSAs across all content and specialty areas.
- **Collaborate** with the Curriculum & Instruction Team to plan and deliver the annual professional development calendar and pre-service summer professional learning for new and returning staff members aligned to high-priority initiatives and outcomes in the

area of mathematics. This includes facilitating and delivering professional learning for the New Teacher Induction Program.

- **Intentionally work** to reduce disparities in opportunities and access for historically marginalized populations, e.g., students of color, ELL students, and students with disabilities.
- **Work** with district and school staff to plan and facilitate events for families to increase family knowledge of mathematics content and pedagogy.
- **Serve** as a resource to communicate with, and build collaborative, collegial relationships with Administrators, Teachers/Teacher Leaders, district/building TOSAs, Instructional Assistants, families/community members, and other educational agencies.
- **Serve** as the project lead for grants geared toward the improvement of math instruction.
- **Engage** in ongoing professional learning, including regional and state networking opportunities, and incorporate learning into work with district staff.
- **Demonstrate** a professional and positive attitude when carrying out the responsibilities as district staff member.
- **Meet** the state standards for competent and ethical performance.
- **Other** duties as assigned.

• **Job Requirements – Qualifications:**

- Minimum of 5 years successful experience in teaching mathematics at elementary and/or secondary levels.
- Strong foundational knowledge in evidence-based mathematics instruction and research on teaching mathematics.
- In-depth understanding of Common Core State Standards and Mathematical Practices.
- Data analysis to inform instructional decision-making.
- Implementation of a Multi-Tiered System of Supports (MTSS) framework.
- Knowledge of Culturally Responsive Instructional, Universal Design for Learning (UDL), and differentiation strategies
- Assessment literate
- Experience with the development and implementation of high-quality professional learning.
- Ability to work collaboratively with colleagues and administration to promote meaningful systems-level change.
- Ability to work well with people, maintain positive working relationships and solve problems.
- Strong communication and interpersonal skills
- Effective time management and organizational skills

**Experience Preferred:**

- Holds an Oregon teaching certificate
- Mathematics endorsement preferred
- Leadership roles in mathematics-related projects
- Bi-Cultural preferred
- Bi-Lingual candidate preferred

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

*Knowledge* of mathematics Common Core Content and Practice Standards; content and pedagogy proven to be effective for mathematics instruction; research-based trends in mathematics education, assessment, and professional learning; cognitive development and its implications for mathematics learning; implementing research-based instructional strategies. Proficient use of technology for administrative functions and student learning.

*Skills* in planning, developing, and implementing appropriate curriculum; assisting teachers in realizing success for all student learners; providing leadership, building capacity in others, and facilitating instructional change; analyzing, interpreting, and sharing data. Effective communication both verbally and in writing; interpersonal communication; leadership and coaching of adult learners.

*Abilities* to stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with district and school site administrators and staff, students, families, other school personnel, and meet schedule and deadlines. Significant physical abilities include lifting/carrying/reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception, and accommodation field of vision.

**Education Required: Bachelor's Degree (Master's preferred). Mathematics endorsement preferred.**

**Licenses, Bonding, and/or Testing Required:** Appropriate State license, Criminal Justice fingerprint clearance, valid driver's license, and evidence of insurability.

**Other:**

- **First aid card and cardiopulmonary resuscitation certificate.**
- **Valid driver's license and vehicle available for on-the-job use.**
- **Needs to be able to travel in own vehicle between District locations in a timely manner.**

**Terms of Employment:** 192 days per year plus an additional minimum of 10+ days during the summer. Schedule to be determined each year based on need. Salary to be established by collective bargaining agreement.

**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.

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

Reviewed and agreed to by:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

c: Administrator

Employee  
File