



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

JOB TITLE: TOSA – Students Services – Middle School

Reports To: Director of Student Services

Job Purpose Statement/s: This position will be located in a David Douglas School District Middle School and supervised by Student Services. This position supports all functions of the Student Services department in schools, including school-based counseling, mental health, Positive Behavior Interventions and Supports (PBIS), Restorative Practices, Social Emotional Learning (SEL) and Special Education Services.

Essential Job Functions:

- **Provide** training, coaching, and support staff, teachers, assistants, and volunteers with the school-wide implementation of a Multi-Tiered Systems of Support (MTSS) for behavior, including PBIS framework, Functional Behavior Assessment and /Behavior Support Plan process, Student Intervention Team process, and the IDEA process and legal requirements.
- **Support** Data-Driven Team decision making and solution-focused teaming at the middle school level.
- **Provide** training, coaching, support, and consultation services that are required for students with Autism Spectrum Disorder.
- **Provide** training, coaching, and support for building staff with the implementation of best practices in Special Education.
- **Support** the work of a positive school culture, including the implementation of; Restorative Practices, Mindfulness, SEL, and trauma-sensitive schools all within a MTSS framework.
- **Support** staff and parents and/or legal guardians through the special education due process.
- **Serve** as the district representative at IEP meetings for out-of-district placements (e.g., MESD, Regional Programs, private school placements, and early interventions).
- **Support** proactive professional communication and problem-solving with the director and administrators of Student Services, building principals, building team members, parents, out-of-district agencies, and other school personnel as appropriate.
- **Maintain** records as required to ensure due process procedures comply with state and federal regulations.
- **Attend** weekly Student Services meetings, trainings, and other department alignment meetings.
- **Perform** related duties as assigned.

This position will be expected to:

- **Help** lead Restorative Practices at the building; plan and implement training, teacher coaching and lead restorative circles
- **Lead** the IPBIS and SIT (behavior) processes at the building level
- **Be on the building Green Team** and support best practices in PBIS
- **Support** and **coach** special education staff with legal requirements, best practices in special education and the LRE process
- **Membership** on the building leadership team
- **Lead** the FBA and BSP process, as part of a team
- **Assist** the building in conducting Student Behavioral (Threat) Assessments
- **Attend** weekly Student Service Team meetings
- **Perform** building based duty as assigned by the Principal

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- **Collaborate** with assigned School Psychologist to train and support staff with the Manifestation Determination process
- **Membership** on the Coordinated Care Team
- **Serve** as the liaison between the school and the Student Services Department

Skills, Knowledge, and/or Abilities Required:

Skills to motivate students, communicate with individuals from varied educational and cultural backgrounds, direct support for personnel, evaluate student performance, and work effectively with teachers, administrators, parents, community agencies, and personnel. Skilled in collaboration, group process, and team facilitation. Experience in planning and conducting in-service training.

Knowledge of curriculum, age-appropriate teaching methods, special education federal and state regulations, knowledge and experience working with outside agencies, community resources/programs, knowledge of Restorative Practices, PBIS, and district policies.

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 students, parents, and other school personnel, meet schedules 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 and Experience Requirements:

- **Master's degree** in Education, Special Education, School Psychology, Speech-Language Pathology, Counseling, or related field.
- Minimum of 5 years' experience as a professional in public education
- PBIS experience preferred
- Autism Spectrum Disorder experience preferred
- Special Education endorsement and experience are preferred

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

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

Multi-Cultural preferred. Bi-Lingual candidate preferred.

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

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional 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.

David Douglas School District is An Equal Opportunity Employer.