



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

**JOB TITLE:** TOSA – Equity Specialist (home location - District Office)

**Reports To:** Director of Diversity, Equity, and Inclusion (DEI)

**Job Purpose Statement/s:** The position of TOSA – Equity Specialist will support district staff in their development and learning and student success centered on racial equity and the intersectionality of equity in the David Douglas School District.

Under the Director of DEI, performs professional level duties related to district-wide Equity Programs and Initiatives. Provides leadership, coordination, and support in the ongoing development, implementation, and administration of all phases of the District's Strategic Plan and District Equity Plan. Supports the implementation of evidence-based strategies and "best practices" centered on equity that includes and affirms the diverse identities and experiences of our students and families.

**Essential Job Functions:**

- **Collaborate** with district administrators, school site administrators, and teachers in implementing DDSD's PreK-12 vision for equity.
- **Coordinate** and support the implementation of all focus areas and commitments of the District's Strategic Plan and District Equity Plan.
- **Facilitate** discussions and activities with district administrators, school site administrators, and teachers regarding their understanding of the equity - including racial equity and educational equity.
- **Support** and provide advisory and consultation about equitable practices and using an equity lens in decision-making processes for building and district leaders.
- **Support** DDSD leadership and staff on issues of race equity intersectionality in programs and departments.
- **Assist** district leaders and school site leaders with monitoring district/school site progress towards equity goals.
- **Assist** district leaders and school site leaders with disaggregating and analyzing data to guide district and school site instructional decisions based on equity.
- **Create**, plan and implement a framework for annual equity walkthroughs.
- **Develop, coordinate, and deliver** race equity professional learning services to a variety of audiences that include staff of all organizational levels via equity teams, equity seminars, and building equity leadership teams.
- **Assist** with the coordination, planning, and facilitation, as well as being an active member of the District Equity Team.
- **Collaborate** and support our Building Level Equity Teams.
- **Collaborate** with our Family and Community Partnership Team to develop and strengthen partnerships with our David Douglas Family and Community.
- **Work** with district and school site staff to plan and facilitate events for families for the purpose of increasing family knowledge of equity content and pedagogy.

- **Coordinate** the creation of implementation agreements for culturally responsive practices, ensuring that practices are created, communicated, and supported with training.
- **Conduct and complete** research on culturally responsive practices to identify exemplars in the district, lead the adoption process of practices, and develop a structure to communicate and share practices district-wide.
- **Collaborate** with Curriculum Team content specialists in the adoption and review of instructional materials and practices to decrease the achievement gap for historically marginalized students.
- **Collaborate** specifically with our Social Science Specialist to coordinate efforts on the implementation of Tribal History, Shared History legislation, Holocaust legislation, and State Ethnic Studies Standards.
- **Collaborate** specifically with our District Mentor Team to coordinate efforts to support, mentor, and coach our staff of color.
- **Serve** as a resource to, communicate to, and build collegial relationships with Administrative Leadership, Instructional Coaches, Teachers, Instructional Assistants, Parents/Community, and Other Educational Agencies
- **Collaborate** with teachers and TOSAs across disciplines to strengthen and deepen consistent racial equity practices.
- **Attend** regular professional learning and networking opportunities (on Equity content, pedagogy, research, best practice, intersectionality, etc.) and incorporate learning into work with district staff.
- **Use** technology to further equity across all departments and subject areas.
- **Demonstrate** a professional and positive attitude when carrying out the responsibilities as a building and district staff member.
- **Model** and promote ethical standards of democracy, equity, diversity, and excellence in all areas of professional development work.
- **Meet** the state standards for competent and ethical performance.
- **Serve** as a resource and facilitator of the SOC Team, (Staff of Color).

#### **Other Job Functions:**

- **Participate** in various meetings (e.g. school level, departments, Administrator, School Board, and Community Partner meetings, etc.) for the purpose of receiving and/or providing information.
- **Travel** throughout the district and flexibility in scheduling training and meetings which may include evenings and summers.
- **Other** duties as assigned.

#### **Job Requirements – Qualifications:**

- Strong knowledge of theory, current research, and emerging promising practices in race equity education as applied to instruction, anti-bias education and culturally sustaining practices.
- A passion for student achievement, the conviction that all students will learn, and a drive to close achievement gaps between student groups.
- A cooperative and supportive attitude in working with teachers, students, principals, and other staff.
- Knowledge of current and emerging promising practices in teaching adults.

**Experience Preferred:**

- Holds an Oregon teaching certificate.
- Master's Degree preferred or equivalent training in curriculum, instruction, education, counseling, social justice, social work, or a related field.
- Minimum of five years PK-12 teaching experience.
- Three or more years of experience creating and facilitating effective professional development in race equity in meetings and workshop settings.
- Adeptness as a building and district teacher-leader and a professional learning facilitator.

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

*Knowledge* of diversity, equity, and inclusion including social justice content; content, and pedagogy proved to be effective for culturally affirming pedagogy and instruction; research-based trends of equity in education, assessment, and professional learning; cognitive development and its implications for racial equity 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 leaders and staff, students, parents, and 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).**

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

Multi-Cultural preferred. Bi-Lingual preferred. ESOL and Reading 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.

**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***