



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

**JOB TITLE:** TOSA (Teacher on Special Assignment) – Social Science Specialist

**Reports To:** Director of Curriculum and Instruction

**Job Purpose Statement/s:** The position of the TOSA Social Science Specialist provides district leadership and teacher support in meeting Oregon’s social science aim of helping students develop as rational, humane and productive citizens in a democratic society. Under the Director of Curriculum and Instruction, provides leadership, coordination and support in the ongoing development, implementation, and administration of all phases of the district’s K-12 social science program. Supports the knowledge and implementation of content standards, culturally responsive instruction, and state legislation that impacts social science instruction.

**Essential Job Functions:**

- **Organize** professional learning for K-12 on social science content to deepen understanding of the 2021 Social Science Standards including the history, perspectives, and contributions of historically underrepresented individuals and groups.
- **Conduct** audit of instructional materials currently in classroom use to determine needs for alignment with the 2018 or 2021 standards.
- **Facilitate** Social Science curriculum adoptions with publishers, open source materials, and curriculum providers to identify instructional materials.
- **Plan and facilitate** the creation of grade-level instructional scope and sequences.
- **Provide training and support** the implementation of grade level Social Science scope and sequence documents.
- **Facilitate** district implementation of [ODE resource and guidance on:](#)
  - Holocaust and Genocide Learning Concepts
  - 2021 Social Science Standards integrated with Ethnic Studies
  - Tribal History Shared History Social Science Lessons
- **Plan** and facilitate professional learning on culturally responsive pedagogy.
- **Lead** conversations on horizontal (across grade levels) and vertical (K-12) alignment of social science content and skills to prepare students for high school and post-high school success.
- **Collaborate** with Equity TOSA on above job functions.
- **Effectively collaborate** with district administrators, building administrators, and teachers on the implementation of culturally responsive instructional practices, social science curricula, and grade level scope and sequence.

- **Collaborate** with teachers and TOSAs across disciplines to strengthen and deepen consistent racial equity practices
- **Collaborate** with Curriculum Team TOSAs to support district goals, develop awareness of happenings in other content areas and align/collaborate where appropriate.

### **TOSA – Social Science Specialist – Page 2**

- **Serve** as a resource to, communicate with, and build collegial and learning relationships with: Administrative Leadership, Instructional Coaches, Teachers, Instructional Assistants, Parents/Community, Other Educational Agencies.
- **Attend** professional workshops, meetings, and networking opportunities to develop and maintain understanding of current happenings in social science and in state initiatives/legislation. Incorporate learning into work with district staff.
- **Implement** instructional, coaching and/or mentoring strategies designed to engage adult learners in critical thinking and collaborative problem-solving.
- **Effectively manage** projects and time with clear outcomes and results.
- **Keep current** on instructional technologies and software and use it as a tool to further social science outcomes.
- **Serve** on a variety of committees as assigned.
- **Demonstrate** a professional and positive attitude when carrying out the responsibilities as a district leader and staff member.
- **Meet** the state standards for competent and ethical performance.

### **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**

- Hold an Oregon teaching license with Social Science endorsement
- Five plus years Social Science teaching experience.
- Strong knowledge of K-12 Oregon State Social Science State Standards, Common Core 6-12 Literacy Standards for History/Social Studies, and Ethnic Studies Standards.
- Knowledge of current SS Oregon legislation: Tribal History/Shared History/Holocaust and other Genocides, Ethnic Studies and Inclusive Education.
- Committed to anti-bias/anti-racist work.
- Knowledge of evidence-based instructional strategies and models for improving instructional practice.
- 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.

- Committed to on-going learning.
- Ability to articulate ideas and communicate well with others.
- Listen and consider other perspectives.

### **TOSA – Social Science Specialist – Page 3**

- Ability to organize ideas, coordinate multiple tasks and materials to accomplish goals.
- Ability to organize time and commit to a flexible work schedule as needed.
- Willingness to work additional days beyond the contracted year.

#### **Experience Preferred**

- Experience planning and facilitating professional learning.
- Knowledge of current and emerging promising practices in teaching adults.
- Experience on district or state instructional committees.
- Experience in leadership activities.
- Experience collaborating with teachers and administration around instructional practices.

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

*Knowledge* of social science content; content and pedagogy proven to be effective for social science instruction; research-based trends of social sciences in education, assessment, and professional learning; cognitive development and its implications for social sciences; 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, parents, other school personnel, 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, and 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.

**TOSA – Social Science Specialist – Page 4**

**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.

Reviewed and agreed to by: