



**David Douglas School District #40
Licensed Job Description
Teacher on Special Assignment (TOSA)**

JOB TITLE: TOSA-Special Education Student Placement Coordinator

REPORTS TO: Director of Student Services

JOB PURPOSE STATEMENT: The position of Coordinator – Special Education Student Placement is for the purpose/s to assisting the Director of Student Services to provide students with disabilities services designed to progress toward educational goals.

Essential Job Functions:

- **Advise** parents and/or legal guardians of due process rights and student progress for the purpose of supporting teacher's expectations, developing methods for improvement and/or reinforcing classroom goals in the home environment.
- **Conduct** in-service training for support staff, teachers, assistants, volunteers, and parents as requested.
- **Coordinate and/or lead** Special Education Teams in home schools as well as in alternative school sites.
- **Serve** as district representative at IEP meetings for out-of-district placements (e.g., MESD, Regional Programs, private school placements, and early interventions).
- **Assess** student's social needs (e.g. behavioral, motor development, communication, etc.) and academic needs (e.g. developmental level, vocational abilities, etc.) for the purpose of evaluating student placements and success of the program.
- **Collaborate** with school personnel and community agencies (e.g. social services, community, etc.) for the purpose of developing and modifying the program to maximize the quality of student outcomes, developing solutions and planning curriculum.
- **Communicate** with director 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 are in compliance with state and federal regulations.
- **Develop and facilitate IEPs, eligibilities, and transition meetings.**
- **Participate** in various district, county and state committees as designated by the Director of Student Services.
- **Other** duties assigned.

Job Requirements-Qualifications:

- **Experience Preferred:** Experience with students with behavioral and/or emotional challenges, academic, motor and mobility, and communication challenges.
- **Secondary experience preferred.**
- **Minimum 3 years experience teaching special education.**
- **Current technology skills using district hardware and software**

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Skills, Knowledge and/or Abilities Required:

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

Knowledge of curriculum, age appropriate teaching methods, special education federal and state regulations, knowledge and experience working with outside agencies, community resources and programs, knowledge of student services procedures 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, and meet scheduling deadlines. Significant physical abilities include lifting/carrying/stooping;/crouching, reaching/handling/fingering, talking/hearing conversations, near visual acuity/depth perception/color vision/field vision.

Education Required: Master's Degree in Special Education, Psychology or related field preferred. Preference given to candidates with supervisory experience.

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

Multi -Cultural preferred. Bi-Lingual preferred. ESOL and/or Reading endorsements preferred.

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

Other: First aid card and cardiopulmonary resuscitation certificate

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.