

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

**JOB TITLE:** TOSA - K-12 Science/Health Coordinator

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

**Job Purpose Statement/s:** The K-12 Science/Health Coordinator provides district leadership in the ongoing development, articulation, implementation, and administration of all phases of the district's science and health programs to improve educational outcomes for students. In partnership with the educational community, the K-12 Science/Health Coordinator supports the implementation of standards-aligned, culturally responsive, and evidenced-based instruction to improve educational outcomes for students.

**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:** Leave 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:**

- **Possess** an in-depth understanding or willingness to learn state standards, curriculum programs/resources, evidence-based practices, state requirements, and legislation in both science and health.
- **Facilitate** science and health 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 sequence and standards-aligned curriculum maps in science and health. Revise maps as needed to keep current.
- **Provide training and support** the implementation of grade-level science and health scope and sequence documents.
- **Develop, plan and organize** high-quality professional learning in science and health in accordance with content standards, evidence-based practices, legislation, and student, teacher, and administrative needs.
- **Lead** conversations with instructional staff on horizontal (across grade levels) and vertical (K-12) alignment of science and health content/skills to prepare students for high school and post-high school success.
- **Provide** support to science and health instructional staff to meet the needs of each student by using culturally responsive teaching practices, formative assessment, and differentiated instruction.
- **Collaborate** with the Director of Assessment and Technology in the communication and analysis of the OSAS Science Assessment.
- **Coordinate and promote** science and health activities district-wide, which may include working with outside agencies and after-school programs.
- **Track** elementary science inventory and restock materials annually.
- **Serve** as the district Chemical Hygiene Officer. Oversee the chemical hygiene plans for the MS/HS, ensure precautions are in place and properly maintained. Review chemical purchases to ensure compliance with district standards.
- **Collaborate** with district Math Specialist and Online Curriculum Integration Coordinator to develop and implement a district STEAM plan.
- **Facilitate** the completion and implementation of DDSD's Comprehensive Sexuality Education Plan.
- **Coordinate** training and ensure compliance with Erin's Law legislation.

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- **Assist** in the implementation of district initiatives. Participate in district improvement processes (data analysis, goal setting, implementation, and monitoring).
- **Collaborate** with Curriculum Team TOSAs to support district goals, develop awareness of happenings in other content areas and align/collaborate where appropriate.
- **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 science, health and 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 them as a tool to further science and health 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.
- **Provide** timely responses to inquiries from staff concerning equipment, curriculum implementation, and technology integration.
- **Build** caring and considerate relationships that demonstrate regard and respect for all people
- **Serve** as the project lead for grants geared toward the improvement of Science and Health instruction.

### **Other Job Functions:**

- Maintain regular attendance at work and work activities.
- Punctuality in meeting deadlines, attending meetings and following schedules.
- Attend Curriculum Team Meetings & Administrator Meetings (as requested).
- Participate in meetings as requested to receive and share information.
- Maintain strong communication with all stakeholders.
- Perform other duties as assigned by the Director of Curriculum & Instruction.

### **Job Requirements - Qualifications/Experience:**

- Holds an Oregon Teaching License
- Preference given to candidates with a Master's Degree
- Have or be willing to obtain within two (2) year of employment a science and/or health endorsement
- 5 years teaching experience in science and/or health.
- Strong knowledge of NGSS and/or state health standards.
- Experience participating in district or school improvement teams.
- 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 ongoing learning.
- Ability to articulate ideas and communicate well with others.

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- Listen and consider other perspectives.
- 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 and additional hours beyond the contract day as needed.

**Abilities Required:**

**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, 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 Required: Bachelor's Degree. Preference given to candidates with a Master's Degree.**

**Licenses, Bonding and/or Testing Required:** Appropriate State license and Criminal Justice fingerprint clearance, valid driver's License and evidence of insurability. Must be able to travel in own vehicle between District locations in a timely manner.

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

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

**Other:** First aid card and cardiopulmonary resuscitation certificate.

**Terms of Employment:** 192 days with up to ten extra duty days as needed. 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: Principal  
Employee  
File