

# TOSA Job Description

Special Education Lead Facilitator (TOSA)

## Descriptors

<b>Position Title:</b>	Special Education Lead Facilitator (TOSA)	<b>Department:</b>	Program / Building
<b>Position Classification:</b>	Teacher	<b>Reports To:</b>	Director of Student Support Services & Special Education Supervisors
<b>Exempt Status:</b>	Exempt	<b>Revision Date:</b>	March 2024
<b>Supervisory:</b>	No		

**Approval:** \_\_\_\_\_  
(Executive Director of Human Resources)

**Approval:** \_\_\_\_\_  
(Superintendent)

## Job Summary

To support special education staff with due process, facilitate weekly special education department meetings, primary contact for building administrators, special education teachers, and parents, coordinate state and district testing accommodations, provide ongoing professional development, facilitate problem solving meetings supported by data, foster a culture of inclusion for all students.

## Essential Duties and Responsibilities

<p><b>30% Managerial</b></p> <ul style="list-style-type: none"> <li>Serve as the primary special education building contact for administration, staff and parents.</li> <li>Facilitate special education department team meetings.</li> <li>In partnership with school psychologists, facilitate child study meetings.</li> <li>Work with the building teams to assign IEP managers.</li> <li>In partnership with the special education administrative assistant, facilitate and oversee accurate SpEd Forms reporting, including review and upkeep of Child Count information.</li> <li>Serve as administrative designee, as needed.</li> <li>Attend monthly special education lead teacher meetings with district special education administration.</li> <li>Guide staff in completion of ESY eligibility and collection of ESY paperwork.</li> <li>Support staff in 3rd Party Billing procedures as needed</li> <li>Support special education staff in acquiring due process skills necessary to be in full compliance with state and federal law related to IEPs and Evaluations.</li> </ul>	<p><b>15% Instructional</b></p> <ul style="list-style-type: none"> <li>Partner with curriculum and instruction. specialists to improve outcomes for students with special education needs.</li> <li>Provide coaching support to special education staff.</li> <li>Assist and support IEP teams in collecting data and designing interventions for program planning.</li> <li>Work with building administration, special education teams and Special Education Supervisor for scheduling to eliminate barriers for student success.</li> </ul>
<p><b>30% Special Education Eval Lead</b></p> <ul style="list-style-type: none"> <li>Respond to all initial evaluation referrals and parent requests.</li> <li>Facilitate and oversee initial evaluation process, creation and implementation of evaluation plans.</li> <li>Facilitate, administer, evaluate and interpret results of individual assessment. instruments/procedures that measure academic achievement and social, emotional, and behavioral development.</li> <li>Complete the final Evaluation Report Summary for initial evaluations with support from individual team members.</li> </ul>	<p><b>10% Community (Internal)</b></p> <ul style="list-style-type: none"> <li>Lead the on-boarding for new paraprofessionals.</li> <li>Ensure delivery of monthly paraprofessional meetings.</li> <li>Actively participate in development and delivery of paraprofessional professional development on PD days and onsite as needed.</li> <li>Support principals in the EA evaluations.</li> </ul> <p><b>10% Strategic</b></p> <ul style="list-style-type: none"> <li>Assist building-level teachers and administration in collaboration and problem-solving as it relates to special education</li> <li>Identify professional development needs within specific buildings to provide targeted support</li> <li>Provide on-site support and guidance to new teachers to ensure their success</li> </ul> <p><b>5% Communication</b></p> <ul style="list-style-type: none"> <li>Lead the on-boarding for new paraprofessionals.</li> <li>Ensure delivery of monthly paraprofessional meetings.</li> <li>Actively participate in development and delivery of paraprofessional professional development on PD days and onsite as needed.</li> <li>Support principals in the EA evaluations.</li> </ul>

**Perform other duties as assigned or requested.**

## Work Requirements and Characteristics

### Education/Certification Requirement:

- Valid Minnesota Teaching License in Special Education, any licensure area

### Ethical & Professional

- Model professional behavior including confidentiality, empathy and centering the needs of the student as a priority.

### Cultural

- Fosters a culture of collaboration among team members
- Fosters a culture of inclusion for all students

### Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates office equipment including computer, printer, scanner, calculator, copier, multi-line phone system, facsimile
- Utilizes multiple software, databases and systems

## Physical and Mental Requirements

### Physical Job Requirements:

- Sitting or standing for extended periods of time
- Seeing, hearing and speaking to exchange information
- Lifting, carrying, pushing or pulling as assigned by position
- Occasionally lift or move up to 25 pounds
- Dexterity of hands and fingers

### Mental Job Requirements:

- Handling multiple tasks at once
- Exercising confidentiality in handling School District information.
- Operating within an asset-based lens
- Moderate to high stress level
- Flexibility and a willingness to undertake a variety of tasks, sometimes at the direction of more than one person.
- Position requires meeting deadlines
- Position requires a high attention to detail

### Working Conditions:

- The majority of work is performed in normal office conditions
- Position will travel between buildings as needed
- Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.