

## **Teacher On Special Assignment (TOSA) – DEAN OF STUDENTS**

### **FLSA: Licensed (Professional)**

**PURPOSE:** The primary purpose of this position is to support and assist carrying out the school's academic and behavior programs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Meets the standards of Competent and Ethical Performance as outlined in Oregon Administrative Rules (OAR 584-020-000 to 584-020-045). The following are examples of principle duties; however, any one position may not cover all duties listed and examples may not cover all duties an employee is expected to perform.

- Create and model a respectful learning environment.
- Effectively work with and respond to people from diverse cultures or backgrounds.
- Serves as a resource for building staff, administrators, and parents in working with students, creating a positive school climate, and helping students develop a positive self-concept.
- Participates or leads development of positive behavior support systems and development of intervention strategies.
- Work successfully and positively with all students to provide them with assistance in meeting their educational needs.
- Coordinates, facilitates and implements disciplinary intervention steps, including PBIS, CPS and processes with staff, working closely with the principal.
- Analyzes attendance data, then coordinates, facilitates and implements attendance intervention steps. Contacts students and parents to discuss attendance irregularities.
- Lead and/or assists with student discipline.
- Assists with school-wide and event supervision. May oversee school-wide emergency preparedness team meetings and implementation efforts.
- Work collaboratively with school personnel in meeting diverse social and academic needs of students.
- Work effectively and collaboratively with diverse student, staff and community populations.
- Assist school staff and administration in implementing all policies and/or rules governing student conduct, reinforce individual school's plan for positive behavior support, and utilize effective, proactive behavior management skills in all school settings.
- Maintain accurate, complete and confidential records as required by law and district policy and administrative regulations.
- Utilize technology as related to job responsibilities.
- Reflect upon own performance and accept and utilize supervisory suggestions and feedback.
- Take primary responsibility for pursuing and evaluating own professional growth.
- Attend and participate in staff meetings and district inservice meetings.
- Participate in activities that are related to school functions and/or the education process that occur outside the regular workday, in accordance with the collective bargaining agreement.
- Fluent in the implementation and use of data tracking systems and data analysis
- The creation and implementation of behavior support and/or student safety plans
- Perform other duties as assigned.

## **Teacher On Special Assignment (TOSA) – DEAN OF STUDENTS GENERAL PERFORMANCE REQUIREMENTS:**

- Perform duties in a courteous and efficient manner that builds the confidence of staff, students and the public in the Corvallis School District and enhances learning.
- Maintain regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedule.
- Observe laws, district policies and procedures, and professional standards for this position.
- Work effectively and collaboratively with diverse student, parent and community populations
- Carry out work responsibilities with strong organizational skills, effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
- Respect confidential information and the privacy of students, staff and parents.
- Support students and staff in the district's career related learning standards to encourage the development of independent work skills through career exploration and community involvement.
- Collect, record, store, retrieve, assimilate, organize and utilize information and records electronically and by using traditional methods.
- Develop job skills necessary to meet changes in the position.
- Maintain personal appearance and hygiene appropriate to the position as defined by the district.
- Meet applicable district physical ability/health and safety guidelines for the position.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Valid Oregon teacher's license.
- Understanding of human growth and development patterns, learning theory and brain research.
- Skill in human relations which demonstrates sensitivity to needs and concerns of others.
- Actively engaged in culturally responsive, racially conscious, and trauma informed student discipline practices
- Experience with handling behavior in a positive manner.
- Comfortable and skilled in training staff in procedures and best practices related to student behavior and discipline
- Familiarity with state standards and curriculum frameworks.
- Knowledge and experience with differentiated instruction.
- Ability to work effectively with adults in a support role.
- Effective oral and written communication skills.
- Knowledge of state and federal education laws and of student and staff rights.
- Ability to exhibit professionalism and effective human relations.
- Ability to effectively manage and supervise students and their work.
- Ability to direct the work of other staff members.
- Ability to facilitate meetings and collaboration efforts with staff and community.
- Ability to travel among district facilities as needed, and, if driving, the ability to meet district driving standards.
- Standard First Aid certification, or the ability to obtain certification within two months of hire, may be required.

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**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent or prolonged standing, walking and sitting.
- Possibly moderate to high noise level.
- Frequent and prolonged talking/listening in conversations/meetings.
- Requires accurate perceiving of sound, near and far vision, depth perception.
- Requires handling and working with variety of materials and objects.
- Work may occasionally involve lifting/carrying objects weighing 15-25 pounds.
- Exposure to a variety of chemicals comprising instructional supplies and materials.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position is primarily performed indoors in school buildings, although some outdoor instruction and supervision are required.
- This position involves working in close proximity to groups of children and adults.
- Evening and/or extended work hours may be required.
- This position may require traveling to multiple work sites.

**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this (or the position itself) at any time it deems advisable.

**EMPLOYEE STATEMENT:** I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions I will inform the District prior to actually beginning work.

I have read and understand this job description.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**ADDENDUM: WORKPLACE EXPECTATIONS-Requires Signature**