

Special Services School Teacher on Special Assignment (TOSA)

Purpose Statement

The job of Special Services School Teacher on Special Assignment (TOSA) is done for the purpose/s of assisting the school based Psychologist in gathering data on the intellectual, adaptive, academic, social and emotional development of children as a part of the evaluation process; assisting in interpreting results of school psychological reports; interpreting and applying state and federal codes; and developing strategies and interventions to address the special education needs of eligible students by working with school based teams and families as part of an IEP team and as part of initial referral team to determine a students' qualifications and placement for specialized instruction or services.

This job reports to Special Services Director.

Application Due: Open until filled

Anticipated Hire:

Salary Range: \$45,565.00 to \$90,196.00 **Working Days:** 5 **Hours Per Day:** 7
(Salary dependent upon education and experience.)

Position Location: District Office

Application Procedure

Apply using our online job application system FastTrack. FastTrack can be accessed through our website [www.gsd200.org / Employment](http://www.gsd200.org/employment). Once you have created an account and submitted an application, you will be able to return to your account at any time to check your application status, edit existing application, retrieve messages regarding existing application, and more.

Selection Process

For more information contact: Faviola Ledesma Reference Control Number: 02/01/19

Phone: 509-882-8500 Fax: 509-882-2029

Email: fledesma@gsd200.org

Essential Functions

- Coordinates with students, parents and guardians for the purpose of enhancing student success in school.
- Coordinates with multiple school sites and community agencies for the purpose of determining appropriate strategies, etc. to meet the needs of specific students.
- Design, deliver, evaluate, and revise a sequential and developmentally appropriate school counseling curriculum which will include lessons in academic development, career development, and transition plans for the purpose of provide social and academic support for students.
- Develops behavior plans as part of a school based team, recommends curriculum modifications, etc. for the purpose of implementing support programs.
- Facilitates meetings, processes, etc. for the purpose of meeting curriculum guidelines and/or ensuring that state mandates are achieved.

- Receives incoming student records and requests records for other agencies for the purpose of gathering the necessary documentation as part of an IEP referral or evaluation process.
- Administers standardized and/or supplemental assessments for the purpose of measuring the intellectual, adaptive, academic, social and emotional development of children and/or determining eligibility for services in compliance with regulatory requirements under the direction of the School Psychologist.
- Assist students in the transition to the next level (Elementary to Middle School, Middle School to High School) for the purpose of providing support for student to be successful both socially and academically.
- Attends parent meetings as the school psychologist representative when analysis of evaluation results are not necessary for the purpose of providing district representation at an IEP meeting.
- Communicates with students and/or parents with teachers and/or other personnel for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Compiles information from a variety of sources (e.g. teachers, nurse, probation officer, mental health agencies, other professionals, etc.) for the purpose of producing data to assist with a comprehensive evaluation report in compliance with established guidelines.
- Consults with case managers, counselors, teachers, parents, other personnel and/or outside professionals for the purpose of providing requested information, recommending plans for services as part of an SST or IEP team.
- Gathers student's functional capabilities and home and/or classroom environment for the purpose of determining student's functional level and developing recommendations and/or placement as part of an IEP team or SST team.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a wide variety of written materials (e.g. correspondence, memos, behavior plans, reports, required documentation, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides team guidance for student behavior goals for the purpose of providing support to school based SST/IEP teams.
- Provides Psychometrician services for the purpose of gathering and providing cognitive, academic, and behavior testing in support of the school psychologist.

Other Functions

- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Endorsement in Special Education
Psychometrician Training and Certificate

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Salary Grade

The following policies have been adopted and are reflected in our employment practices:

Grandview School District does not discriminate in any programs or activities, to include employment, on the basis of sex, race, creed, color, religion, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The Grandview School District provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Shawnta DiFalco, Director of Special Programs and Title IX/Civil Rights/ADA/504 Compliance Coordinator, 913 W. 2nd Street, Grandview, WA, 98930, (509)882-8507, smdifalco@gsd200.org.