



Milton-Freewater Unified School District #7

Aaron Duff, Superintendent

aaron.duff@miltfree.k12.or.us

Job Description

JOB TITLE: Instructional Teacher - TOSA
DEPARTMENT: Instructional Services
REPORTS TO:
PREPARED BY: Human Resources

SUMMARY:

The job of a MFUSD Instructional Teacher on Special Assignment (TOSA) is to provide coordination and facilitation of staff development and training in a broad spectrum of topics. The TOSA will work with staff to improve teaching strategies for all students with a focus on EL students. Additionally, the TOSA will be available to provide or support ODE sponsored events.

KNOWLEDGE:

QUALIFICATIONS:

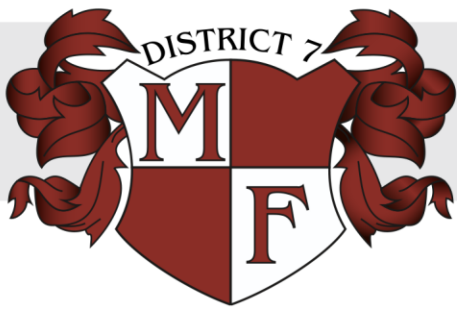
- To perform this job successfully, an individual must be able to perform each responsibility and essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The individual will hold a valid driver's license and have reliable, insured transportation for travel between district sites.

EDUCATION / EXPERIENCE:

- TSPC certification in teaching, may be elementary or secondary endorsed
- Master's degree in an education related field preferred
- Minimum of 5 years teaching experience
- Minimum of 3 years' experience in a teacher leadership role preferred
- Bi-Lingual preferred
- AVID trained preferred

SKILLS:

- Ability to work well with others; Focuses on resolving conflict, maintain confidentiality, listen to others without interrupting, keeps emotions under control, remains open to others' ideas and contributes to building a positive team spirit
- Ability to work independently and as a part of a team; Focuses on resolving conflict, maintain confidentiality, listen to others without interrupting, keeps



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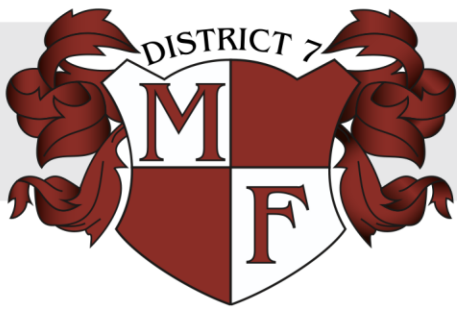
emotions under control, remains open to others' ideas and contributes to building a positive team spirit

- Ability to communicate fluently in English, verbally and in writing; Ability to communicate fluently in Spanish preferred
- Ability to effectively present information and respond verbally, in writing to the most sensitive inquiries or complaints from parents, administrators, school staff, community partners and the general public
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations;
- Ability to write reports, business correspondence, procedure manuals, speeches and articles for publication that conform to prescribe style and format
- Ability to define problems, collect data, establish facts draw valid conclusions; Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form
- General knowledge of computer usage and ability to use word processing, database and multimedia software; Email and the Internet
- Ability to maintain the integrity of confidential information relating to agency records and data, student families, colleagues, or district patrons; Use or relay personal and agency information only in the course of performing assigned responsibilities and in the best interest of the individuals involved
- Exhibit cultural competency and sensitivity with the ability to communicate effectively with all cultural groups

RESPONSIBILITIES and ESSENTIAL FUNCTIONS:

Meets the standards of Competent and Ethical Performance as outlined in Oregon Administrative Rules (ORS 584-020-000 to 584-020-0045). The following are the Responsibilities and Essential Functions of teacher duties; however, any one position may not cover all responsibilities and essential functions and may not cover all duties an employee is expected to perform.

1. Participate in SWEL training to become proficient in Teacher Leadership for School-Wide English Learning
2. Facilitate teachers and administrators on data literacy topics
3. Provide monthly Professional Development for teachers to increase instruction in classrooms
4. Provide coaching cycle with teachers using instructional coaching best practices that focus on EL students
5. Collaborate and problem solve with teachers, administrators, and other school staff members
6. Perform other duties as assigned



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7. Specific responsibilities and essential functions related to assignment (____have) or (____ have not) been attached

EFFORT:

Mental:

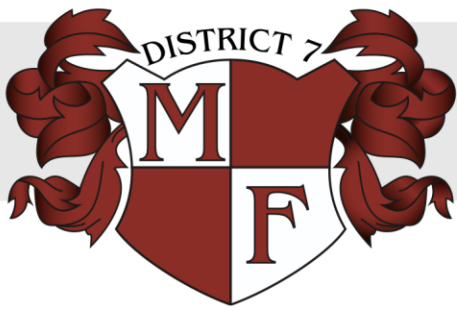
- Make decisions, assess risk, perform complex work and proceed with insufficient information
- Ongoing shifts in priority and demands require the need for review and integration of diversified functions and interests

Work Place:

- Perform multiple tasks simultaneously
- Work effectively with and responds to people from diverse culture or backgrounds
- Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- Confer regularly with immediate supervisor
- Use and maintain MFUSD building property, equipment and materials appropriately
- Follow all MFUSD policies, work procedures and reasonable requests by proper authority
- Maintain the integrity of confidential information relating to data, students, parents, staff or MFUSD patrons
- Fulfill duties associated with Mandatory Reporting for suspected child abuse or neglect.
- Follow instructions, respond to management directions and solicits feedback to improve performance
- Develop job skills necessary to meet changes in the position
- Have regular and punctual attendance at work and work activities; Punctual in meeting deadlines, attending meetings and following schedules; Solicits feedback to improve performance
- This position will require travel to and from school locations in the MFUSD service area and may be required to travel on overnight assignments

Physical:

The physical demands described below are representative of those that must be met by an employee to successfully perform the responsibilities and essential functions of this job.



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PHYSICAL REQUIREMENTS FOR RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

In 8-hour workday, this job requires:

R - Rarely (Less than .5 hrs. per day)

F - Frequently (2.5 – 5.5 hrs. per day)

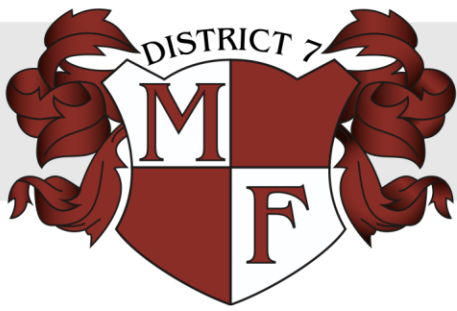
NA – Not Applicable

O - Occasionally (.5 – 2.5 hrs. per day)

C - Continually (5.5 – 8 hrs. per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)		X			
Crawling		X			
Crouching (bend at knees)		X			
Stooping (bend at waist)		X			
Twisting (knees/waist/neck)		X			
Turn/Pivot		X			
Climbing (stairs)			X		
Climbing (ladder)	X				
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use of wrists			X		
Repetitive use hands squeezing			X		
Fine manipulation				X	
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.			X		
*Lifting/Carrying Maximum weight: 40 lbs.			X		

*Identify items typically moved:



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WORKING CONDITIONS:

- This position is primarily performed inside the school setting, although some outdoor instruction and supervision are required. The length of the contract year is one hundred eighty nine (189) paid workdays. The teaching day shall be 8 hours.
- This position may be exposed to bodily fluids due to student or employee injury or illness
- The typical school year runs late August through mid-June.
- Salary and benefits to be established by the Milton Freewater Education Association in accordance with negotiated agreement with the Milton Freewater Board of Directors.

ADDITIONAL INFORMATION:

Employee Unit: Milton Freewater Education Association

Status: Certified

Last revised: May, 2022

NOTE:

The Milton-Freewater Unified School District believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define essential knowledge, skills, responsibilities, effort and working conditions but should not limit the incumbent nor the organization to the work identified.

EMPLOYEE STATEMENTS:

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised and updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I am aware that my position description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment with the Milton Freewater School District.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities/functions with or without accommodation(s). If I require accommodation(s) in order to fulfill any or all of the essential responsibilities/functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (print)

Employee (Signature)

Date

(5/22)