

St. Helens School District
Job Description
TOSA (Teacher on Special Assignment) – STUDENT MANAGEMENT SPECIALIST

Job Title: TOSA Student Management Specialist
Reports To: **FLSA Status:** Non-Exempt

JOB SUMMARY

The employee on Special Assignment (TOSA) for Student Management is responsible and held accountable for all functions within and individual building as per assigned by the building Principal, with the primary responsibility of student management. The TOSA is expected to demonstrate leadership in the organization and school improvement. This professional is a role model for staff, students, parents and community and is expected to have high standards for all concerned. A Teacher on Special Assignment is expected to help manage a building with integrity and ethics.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Ability to read, write, and speak fluently in English and Spanish is strongly preferred.
 2. Assists the principal in supervision of students throughout the school as assigned, including beyond the regular school day.
 3. Keeps accurate discipline, attendance and other data necessary for the District, State and Federal reports.
 4. Maintains positive relationships with parents, parent groups, volunteers and outside agencies.
 5. Implements all policies and procedures of Board, ODE, State Law and TSPC.
 6. Knowledge and ability to apply best practices and current research at level assigned.
 7. Communicates clearly in written expression and orally.
 8. Define problems, collect data and draw appropriate conclusions.
 9. Facilities supervision after school programs and usage.
 10. Other duties as assigned.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Assist in managing building safety to include fire, earthquake, and other drills.
 2. Maybe assigned responsibility for athletics and or activities.
 3. Organize staff or committees to achieve desired tasks and outcomes.
 4. Other duties as assigned.
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SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment. Additional days provided for extra supervision responsibilities after school hours.

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.

- **Education and/or Experience:** Hold a Master's Degree. Have a minimum of five years experience in a comprehensive Middle School.
- **Interpersonal Skills:** Have demonstrated through professional experience qualities of leadership, communication skills, community, school relations and school improvement. Show a personal and professional attitude of ethics and integrity. Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Commits to provide quality education for all students. Demonstrated ability to successfully work with young children.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in an environment with constant interruptions.
- **Certificates, Licenses, Registrations:** Hold a current Oregon Administrative Certificate. Ability to obtain a valid CPR/First Aid card if needed, Oregon Driver License, bloodborne pathogen training, blood spill training.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with

hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 75 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

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.

The noise level in the work environment is usually low to moderate, but occasionally high. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

OTHER

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 job (or the position itself) at any time as it deems advisable.

Prepared By: St. Helens SD

Prepared Date: June 2009

I have read and understand this job description.

Signature:

Date:
