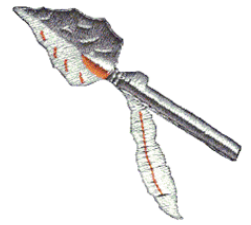


SCAPPOOSE SCHOOL DISTRICT 1J
33590 SE High School Way
Scappoose, OR 97056



POSITION DESCRIPTION

SOA Advisory Specialist

Date: July 2025

Range Assignment: 16

Qualifications:

- Strong communication and interpersonal skills
- Strong organizational skills
- Ability to work effectively with diverse populations
- Ability to adapt to families' timeframes for meetings
- Commitment to advocating for students and ensuring they have access to the resources they need to succeed
- General knowledge of computer usage and ability to use, email, internet, word processing software, and social media
- Ability to exercise good judgment and work in a dynamic environment
- Punctual attendance at scheduled meetings, classes and activities
- Maintain required district expectations related to training and employment

Reports to: SOA Principal

Performance Responsibilities:

- Progress monitoring for every student
- Communicate with families in a professional and timely manner
- Conduct video conferences and phone calls to students and/or parents to review course progress
- Maintain detailed and up-to-date records of communications and student progress
- Guide and assist students in developing skills, behaviors, and habits to advance their success academically
- Provide individualized support based on previous interactions and current needs
- Complete diagnostic testing 3 times a year and flagging students with RTI needs (sharing these results with on-site staff)
- Assist in Oregon State Assessments
- Working with IEP and 504 students to tailor online learning where appropriate via conversations with on-site and IEP/504 team members
- Helping families choose curriculum that fits their learning style as well as academic levels
- Analyze and monitor student data to recognize trends and determine the level of tiered support
- Input attendance and grades in the district Student Information System
- Is punctual and maintains regular attendance

- Maintains confidentiality in dealing with student/staff members
- Adheres to all district health and safety guidelines
- Performs related duties as required

Physical Requirements:

In a work day, employee may stand/walk 3-6 hours; sit 3-6 hours. Employee may use hands for repetitive single grasping and fine manipulation.

Physical requirements for essential responsibilities:

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day) O – Occasionally (.5 – 2.5 hrs per day)
 F – Frequently (2.5 – 5.5 hrs per day) C – Continually (5.5 – 8 hrs per day)
 N/A – Not Applicable

Physical Requirements	N/A	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		
Climbing (stairs)			X		
Climbing (ladder)			X		
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation				X	
Using foot control	X				
*Pushing/pulling Max weight: 40 lbs		X			
**Lifting/Carrying Max weight: 40 lb		X			
*items typically moved: chair, table, box					
** Items typically lifted: paper, book, binder, text books					

Terms of Employment:

Work year/days as scheduled by district. Salary according to current schedule.
Probationary period as noted in Bargaining Agreement. Performance of the position will be evaluated in accordance with the Collective Bargaining Agreement.

I, _____ have read and understand the above requirements for this job position and understand its contents.

Signature _____ **Date** _____