



JOB DESCRIPTION

JOB TITLE: Title I Student Support TOSA Job Summary:

Job Summary: The job of “Title I Student Support TOSA” is for the purpose/s of supporting the work of the Principal to enable the Principal to serve as the instructional leader of the building and facilitate the continuous school improvement process.

Essential Job Functions:

Instructional Improvement

- Assist with school improvement efforts (could include professional development, coaching, data teams)
- Assist implementation and fidelity of school improvement efforts (RTI, literacy program)
- Support the implementation and fidelity of data team across the school setting
- Facilitates communications and coordination among instructional staff for the purpose of meeting curriculum guidelines
- Implements assigned programs and/or projects for the purpose of aligning to district and state school improvement processes

Family and Community Engagement

- Working with families to support student success
 1. Monitor attendance and provide interventions and supports to improve attendance rates
 2. Connect families and students to appropriate community resources
 3. Promoting greater engagement of families in the school
- Provide support to SUN activities to align school day and after school
- Assist SUN Program Manager with monitoring student behavior, ensuring fidelity to interventions, providing coaching and feedback to after-school instructional staff
- Connect and collaborate with other community partners
- Coordinate family involvement events

Student Behavioral Supports

- Support Positive Behavior Interventions and Supports systems
 1. Serve on PBIS team, providing support with monitoring data
 2. Work directly with students to help keep them engaged and productive in class providing support to teachers as needed
 3. Monitor yellow zone systems
 - CheckIn/CheckOut - coordinate, manage data and provide support
 4. Facilitate the re-teaching of student behavioral expectations
- Playworks support / Provide alternate recess activities/support as necessary
- Support implementation of Restorative Practices
- Provide Collaborative Problem Solving

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ao/clm: 8/4/2016*

Other Job Functions

- Assists the Principal as may be required for the purpose of supporting them in the completion of their work activities

Essential Job Requirements - Qualifications:

- Experience Required: Prior job related experience with increasing levels of responsibility
- Skills, Knowledge and/or Abilities Required: Skills to operate standard office equipment including use of multiple software applications (word processing, database, spreadsheet, and basic desktop publishing), use English in both written and verbal form, use correct spelling, grammar and punctuation. Knowledge of rules and regulations related to assigned functions, basic budgeting, financial and statistical recordkeeping, standard office equipment. Abilities to sit for prolonged periods, work independently, understand and carry out oral and written instructions. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation. Demonstrated ability to exercise prudent judgment in client relationships and to maintain appropriate confidentiality regarding student/staff information.
- Education Required: Bachelor's degree from an accredited college or university
- Licenses, Certifications, Bonding, and/or Testing Required: Oregon Fingerprint Criminal Check clearance, Appropriate Teaching Credential
- Reading endorsement preferred
- Bilingual preferred

Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.