

Hood River County School District
CERTIFIED JOB DESCRIPTION

JOB TITLE: SPECIAL EDUCATION/STUDENT SERVICES PROGRAM COACH (TOSA)

REPORTS TO: DIRECTOR OF SPECIAL EDUCATION/STUDENT SERVICES

Job Purpose Statement:

To assist staff in the planning and implementation of direct and indirect services to students eligible for IDEA and Section 504 services. General duties may include coaching of staff, program development and evaluation, coordination of services with district LEA staff, management and communication of written reports, policies and procedures and to adhere to all requirements under federal and state laws pertaining to Special Education/Student Services. This position is subject to board policies, administrative rules and procedures, department regulations and applicable State and Federal statutes.

Essential Job Functions:

- Provide leadership and coaching to deliver high quality services for all special education/student services programs.
- Provide professional development and formal/informal feedback for staff on effective instructional practices aligned to research and standards-based instruction.
- Facilitate professional development and ongoing monitoring of IDEA/section 504 paperwork and compliance indicators.
- Work with staff to identify and implement evidenced based interventions.
- Advocate and promote the importance of special education/student services programs to community partners, school district staff, and families.
- Assist with assessing and evaluating student outcome data and analyze trends for celebration and growth.
- Maintain regular and predictable attendance to meet the requirements of the job and the expectations of the District.
- Represent HRCSD by attending and participating in local and state meetings and activities, including local advisory groups.
- Support positive partnerships between HRCSD program administrators and staff.
- Conduct demonstration lessons and assist with curriculum and pacing of programs to ensure that adopted materials are used as designed.
- Review and give feedback regarding writing and implementing high quality IEP's and 504 plans.
- Conduct focused observations and provide "next step" support to staff.
- Keep informed on legal requirements governing special education/504 and eligibility.
- Collaborate in the design and implementation of program planning and in-service training as needed.
- Oversee and assist in the writing and review, evaluation and revision at least annually of the program service objectives and SPR&I requirements.
- Oversee completion of various reports required by federal, state, and regional programs.
- Act as a representative for HRCSD at various special education meetings on specific students or related topics.

- Meet regularly with administration and staff to articulate and refine special education/student services goals.
- Provide prompt responses to requests for information about the services and policies of the special education department.
- Perform other duties as assigned.

Other related job functions:

- Attend staff and administrative meetings.
- Conduct parent conferences as needed.
- Maintain accurate records and write reports.
- Act as a resource person.

Education and Experience Required: Degree with academic training in Special Education. Minimum 5 years of experience in public education, part of which must have been in teaching or supervising in the field of special education. Experience teaching Special Education including consultation and lead teaching duties. A valid Oregon Teaching License with Special Education endorsement. Experience working in a RTI system and using RTI as a means to identify students for IDEA.

Skills, Knowledge and/or Abilities Required:

- Knowledge of best practices in education for students with disabilities.
- Excellent communication and customer relations skills.
- Strong organizational skills around the management of IDEA/Section 504 services.
- Proven skills in working collaboratively and productively in a team environment.
- Ability to develop intervention plans and manage resources.
- Ability to work with and maintain confidential information related to students.
- Proven skill in building consensus among diverse groups, including department personnel, school and partner agencies.
- Demonstrated ability to analyze complex situations and implement proactive or corrective actions and strategies.
- A strong background in interpreting and implementing the requirements of IDEA/Section 504 and State of Oregon regulations regarding special education/section 504 services.
- Ability to develop and maintain supportive, cooperative relationships with families, a variety of staff, and district administrators.
- Knowledge and experience in one or more of the following: PBIS, CPS, trauma-informed care.
- Knowledge and experience of disabilities and accommodations in a variety of settings.
- Ability and experience interfacing with district representatives, providing training in educational practices, and in evidence-based practices.
- Possess reliable transportation.

Licenses, Certifications, Bonding, and/or Testing Required:

- Valid Oregon Teaching License with a Special Education and/or Handicapped Learner endorsement.
- Valid driver's license and dependable transportation to drive to various sites within the district.

- External candidates will need to pass a criminal background check and district pre-employment drug screen.
- Complete annual employee mandatory trainings.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.