

HOOD RIVER COUNTY SCHOOL DISTRICT CERTIFIED JOB DESCRIPTION

Job Classification: Teacher on Special Assignment

Job Title: Federal Programs, Teacher on Special Assignment (TOSA)

Job Purpose Statement: The Federal Programs TOSA works under the direction of the Chief Academic Officer and works in coordination with building principals. The position entails coordinating federal programs (Titles IA, IC, IIA, III, and X) and includes submission and oversight of federal budgets, supporting schools in implementation of federal programs, and compliance with relevant rules and regulations. Additionally, this position will oversee state and federal audits and pertinent data submission and reporting.

Essential Job Functions:

- **Develop** federal budgets in collaboration with Chief Academic Officer and principals.
- **Oversee** state and federal reporting, data submission, and compliance with pertinent laws.
- **Work** with federal programs secretary to ensure effective systems for federal record keeping such as time & effort, private school consultation, parent involvement, and school-wide or targeted assistance plans.
- **Collaborate** with curriculum team to ensure program coordination and school-based support for federal programs.
- **Collaborate** to design and implement research-based professional development opportunities for educators, extended day opportunities for students, and school involvement opportunities for families.
- **Analyze** student achievement data to make recommendations to administrative team regarding program improvement.
- **Provide** consultation and services to local private schools.

Other Job Functions:

- **Performs** other work as assigned by the Chief Academic Officer.
- **Maintains** consistent and predicable attendance to meet the requirements of the position.

Experience Required: Five years of successful teaching experience.

Skills, Knowledge and/or Abilities Required:

Skills to effectively oversee and manage Title programs and associated fiscal resources; strong organizational skills; communicate effectively orally and in writing; implement creative solutions to complex problems; utilize current technology; make effective presentations; help those around them succeed at a high level.

HOOD RIVER COUNTY SCHOOL DISTRICT CERTIFIED JOB DESCRIPTION

Knowledge of federal budget management; grant compliance requirements; state and federal reporting requirements; best practices in budget management, federal education law, and district policies.

Abilities to collaborate effectively with others and make informed, independent judgments; keep and maintain accurate records; effectively manage multiple priorities and meet deadlines; communicate effectively with individuals of varied cultural and educational backgrounds; attend meetings, locally and state-wide; sit for prolonged periods.

Education Required: BA/BS or higher degree.

Licenses, Certifications, Bonding, and/or Testing Required: Valid Oregon Teaching License; Valid Driver's License and evidence of insurability. Pass criminal background check and district pre-employment drug screen. Complete annual employee mandatory trainings.

Physical Requirements:

1. In an eight-hour day employee may:
 - a. Stand/Walk None 1-4 hrs 4-6 hrs 6-8 hrs
 - b. Sit None 1-3 hrs 3-5 hrs 5-8 hrs
 - c. Drive None 1-3 hrs 3-5 hrs 5-8 hrs

2. Employee may use hands for repetitive:
 Single Grasping Pushing and Pulling Fine Manipulation

3. Employee may use feet for repetitive movement as in operating foot controls:
 Yes No

4. Employee may need to:
 - a. Bend Frequently Occasionally Not at all
 - b. Squat Frequently Occasionally Not at all
 - c. Climb Stairs Frequently Occasionally Not at all
 - d. Lift Frequently Occasionally Not at all

5. Lifting:
 - Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
 - Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
 - Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

HOOD RIVER COUNTY SCHOOL DISTRICT CERTIFIED JOB DESCRIPTION

- { } Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- { } Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting

As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

I, _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date