

**Hood River County School District**  
**1011 Eugene St.**  
**Hood River, OR 97031**

**JOB TITLE:** TOSA- EARLY INTERVENTION / EARLY CHILDHOOD SPECIAL EDUCATION PROGRAM

**REPORTS TO:** DIRECTOR OF SPECIAL EDUCATION

**POSITION PURPOSE:**

To supervise staff in the planning and implementation of direct and indirect services to students enrolled in Early Intervention/Early Childhood Special Education Programs. General duties may include monitoring and observation 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.

**NATURE & SCOPE:**

This position is subject to board policies, administrative rules and procedures, department regulations and applicable State and Federal statutes. All commitments outside of authorized programs and services are subject to prior approval by the supervisor of this position.

**ESSENTIAL JOB FUNCTIONS:**

1. Monitor assigned licensed, certificated and classified staff and initiate progressive discipline principles with Director of Special Education, if needed.
2. Direct and review the staff scheduling, assessment, instructional activities and report writing activities for students referred for evaluation.
3. Plan, implement and evaluate staff development activities based upon identified staff needs, changes in state/federal laws, and projected trends in regular, special education, and early childhood services.
4. Supervise the planning and implementation of Individualized Family Service Plans (IFSP) and related due process mandates provided by TSPC licensed, State licensed and classified personnel.
5. Oversee and assist in the writing and review, evaluation and revision at least annually of the program service objectives for each program assigned to the supervisor.

6. Monitor personnel changes, recruit, and interview staff according to the District staff selection process as needed or requested.
7. Work cooperatively with local school district, community agencies, and state agencies, to appropriately implement and coordinate student services.
8. Establish and monitor procedures for the selection and purchase of evaluation instruments, protocols, adaptive equipment, instructional materials and curriculum for assigned programs.
9. Communicate effectively with school personnel, parents, other professionals, advisory groups, and/or coordinator, in order to serve referred and enrolled students, plan for and operate services.
10. Participate in ongoing professional growth activities to enhance knowledge and skills related to instructional service delivery models; accommodations and adaptations for students with disabilities; and supervisory practices.
11. Create budgets annually with advisement from Director of Special Education.
12. Perform related duties as assigned by the Director of Special Education which are indicated to assure effective program outcomes.
13. Oversee the Management of Frankton Early Childhood Center. Report to Maintenance Supervisor regarding care & damage to the school facility.
14. Adhere to the policies of the district and procedures of the department and/or section.

#### **OTHER JOB FUNCTIONS:**

1. Act as a resource person.
2. Attend staff and administrative meetings.
3. Maintain records and write reports.
4. Conduct parent conferences as needed.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to objectively evaluate and document student learning, staff performance and the achievement of program objectives.
- Have the emotional and physical stamina to perform duties as required by the designated task, except for temporary disability.
- Effective and strong oral/written communication skills in order to work collaboratively with a variety of school and community personnel and parents of students with disabilities.
- Knowledge of computer skills for word processing with ability to write/analyze/compile data for required reports and budgets.
- Ability to organize and prioritize multiple projects or daily assignments and meet multiple timelines as requested by the Director of Instruction or Principal.
- Ability to be flexible and fluid with schedule or meeting changes.
- Ability to coordinate and collaborate well with local education agencies and outside agencies.
- Valid driver's license
- Driving record acceptable to agency carrier.
- Own transportation.

**EDUCATION AND EXPERIENCE:**

Experience in teaching Early Intervention/Early Childhood Special Education including consultation and lead teaching duties. A valid Oregon Early Intervention Early Childhood Special Education Endorsement or an Oregon Conditional Assignment Permit. Experience supervising a Special Education Program.

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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.