



DISTRICT K-12 WORLD LANGUAGES SPECIALIST - TOSA

Objectives

Support the adoption and implementation of K-12 Language Immersion and World Languages curriculum aligned to Oregon State Standards.

Position Summary

The District K-12 World Languages TOSA is a TWO-YEAR half-time (0.5 FTE) temporary position. This educator works with teachers and administrators to adopt and implement the World Languages State Standards and the new K-12 curriculum materials, including co-leading the adoption process, coaching classroom teachers, and delivers professional development in both small and large groups. Planning, organizing and leading professional development is expected as part of this assignment.

Supervisory Relationship

This TOSA position is supervised by a Curriculum Administrator in the Instruction Department.

Essential Functions

1. Work with administrators to assemble a K-12 adoption team, consisting of teachers from all regions, representing all languages;
2. Co-lead the adoption process, as listed in the formal supplemental adoption process;
3. Organize pilot process in classrooms throughout the district;
4. Oversee ordering of selected curriculum materials;
5. Oversee the dissemination of the World Language curriculum and materials for K-12 teachers;
6. Provide professional development for teachers and administrators on the World Language State Standards and standards-based instruction;
7. Assist administrators and teachers in implementation and use of new district adopted curriculum with fidelity;
8. Support schools in implementing and understanding on-going formative and summative assessment data and provide support on effective culturally responsive teaching practices to respond to the data;
9. Develop, implement and manage curriculum alignment and learning targets across K-12 classrooms;
10. Work with teachers and administrators to adapt curriculum and instruction to meet the needs of students who have individualized education programs, are ELD students, and TAG identified students and support classroom teachers in the differentiation of district adopted curriculum.
11. Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

1. Ability to communicate effectively orally and in writing;
2. Strong knowledge of instruction and assessment for World Languages, including the ability to analyze data from multiple sources;

3. Strong knowledge of State Standards;
4. Strong instructional technology skills;
5. Ability to oversee the work of others;
6. Strong organizational skills.

Minimum Qualifications

Education

- Master’s Degree in related field.
- Valid Oregon Teachers License required.
- Evidence of multi-cultural experience and cultural competency; and
- ESOL endorsements preferred.

Experience

- At least four years of experience working with students and teachers;
- Demonstrated successful experience working with teachers and administrators supporting students in a variety of situations;
- Experience with World Languages curriculum currently used in 4j schools;
- Experience leading professional development, including integration of digital resources in classrooms and on technology leadership teams;
- Demonstrated success with culturally responsive teaching practices;
- Advanced training in digital classroom tools.

Work Environment

Duties are performed in an office environment, training environment, and in schools.

ADDITIONAL INFORMATION	
Employee Unit	Eugene Education Association
Developed by	Susan Penrod, K-12 Curriculum Administrator
Pay Grade	Licensed Salary Schedule
Approved by	Brooke Wagner, Director of Elementary Education Cydney Vandercar, Director of Human Resources
Last revised	August 2017

Employee Statement

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodations(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (Print)

Date

Employee Signature

Date