



K-5 DISTRICT STAFF DEVELOPMENT SPECIALIST - TOSA

Position Summary

The District Staff Development Specialist, under the supervision of the Federal Programs Administrator, is responsible for district-wide leadership in professional development initiatives, coaching for system wide instructional improvement, and the mentoring and development of teachers entering the profession.

Supervisory Relationship

This position reports to the Federal Programs Administrator.

Essential Functions

1. Support effective implementation of district professional development initiatives.
2. Provide new teachers with mentoring; including, modeling lessons, observation and feedback, and instructional consultation.
3. Support teachers in the on-going analysis of formative assessment data to inform instruction and improve outcomes for students.
4. Assist schools, administrators, and teachers in implementation of district professional learning initiatives.
5. Support the effective use of Data Teams and Professional Learning Communities in elementary schools.
6. Support the alignment of classroom instructional practice with district adopted curriculum and CCSSs.
7. Work directly with elementary teachers providing embedded professional learning, modeling and instructional coaching.
8. Coordinate with Instruction Department TOSA's (Elementary, Math, ELA and Science) to plan and provide cohesive professional development across content areas.
9. May require driving.
10. Performs other duties as assigned.

Required Knowledge, Skills and Abilities

1. Commitment to the belief that all students can learn, to educational equity, and to the District's vision and mission.
2. Ability to communicate effectively, both orally and in writing.
3. Knowledge of data-driven decision-making in education and assessment practices, especially relative to interventions with struggling learners and students of varying cultural heritages and English proficiencies.
4. Ability to communicate effectively and work collaboratively both at the district and school levels.
5. Ability to work collaboratively with a broad and diverse population of students, families, peers and colleagues.

Minimum Qualifications

- A valid Oregon teaching license.
- Master's Degree in Education or a related field preferred.
- Minimum of four years of teaching experience in the elementary school classroom.
- Experience facilitating adult learning among K-12 educators.
- Demonstrated success with culturally responsive teaching practices.

Any equivalent combination of education and experience that provides the required expertise to perform essential functions listed in the job description may be considered qualifying by Human Resources.

Work Environment

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

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

ADDITIONAL INFORMATION	
Employee Unit	Eugene Education Association
Pay Grade	Licensed Salary Schedule
Developed by	Jeffry Johnson, Federal Programs Administrator
Approved by	Cydney Vandercar, Asst. Superintendent of Admin. Svcs
Last revised	July 17, 2019