

HILLSBORO SCHOOL DISTRICT 1 J

2013.3

JOB DESCRIPTION TOSA – SCHOOL IMPROVEMENT

DIVISION: School Improvement Team
DEPARTMENT: School Improvement Team
IMMEDIATE SUPERVISOR: Assistant Superintendent for School Improvement

GENERAL DUTIES: Assists the School Improvement Team to provide teacher support and training in instruction and assessment.

ESSENTIAL REQUIREMENTS:

- A. B.A. required, M.A. preferred
- B. Minimum of three years of successful classroom teaching experience, plus a minimum of one year of leadership experience as a department chairperson, team leader, intern, or curriculum coordinator
- C. Excellent written and oral communication skills and the ability to work positively and cooperatively with others
- D. Ability to use computer hardware and software appropriate to responsibility
- E. Knowledge of and experience with effective instruction and assessment
- F. Demonstrated ability to work with multiple grade levels, elementary and secondary
- G. Valid Oregon driver's license and a vehicle for work related travel
- H. Physical requirements which may include:
 - 1. In an eight-hour day the employee may:
 - a. Stand/walk 1 – 8 hours
 - b. Sit 1 – 6 hours
 - c. Bend, kneel, squat, and climb stairs
 - d. Use small muscles for repetitive motions

ESSENTIAL RESPONSIBILITIES:

- A. Collects, evaluates and uses data to improve instructional programs
- B. Assists with the planning and development of goals, objectives, materials, methods, and activities for district curriculum
- C. Provides effective professional development to adult learners
- D. Provides assistance to the School Improvement Team in the planning and implementation of professional development
- E. Attends professional development trainings and conferences to expand professional skills

T.O.S.A. – SCHOOL IMPROVEMENT (Continued)
ESSENTIAL RESPONSIBILITIES (Continued)

2013.3

- F. Collaborates with other departments to improve instructional programs
- G. Performs other related duties as assigned by the Executive Directors of the School Improvement Team and/or the Assistant Superintendent

KEY RELATIONSHIPS:

- A. Executive Directors of School Improvement: Support this position
- B. Assistant Superintendent of School Improvement: Reports to this position