

HILLSBORO SCHOOL DISTRICT 1 J

2018

JOB DESCRIPTION

T.O.S.A. - SPECIALIST - CURRICULUM, INSTRUCTION, AND ASSESSMENT

DIVISION: Curriculum
DEPARTMENT: Curriculum, Instruction & Assessment
IMMEDIATE SUPERVISOR: Executive Director of Curriculum, Instruction, and Assessment

GENERAL DUTIES: Assists the Executive Director of Curriculum, Instruction, and Assessment with the implementation of assigned curriculum areas.

ESSENTIAL REQUIREMENTS:

- A. B.A. required; M.A. preferred
- B. Holds an appropriate license from the Teacher Standards and Practices Commission in the State of Oregon
- C. Demonstrated excellence in written and oral communication skills
- D. Demonstrated ability to work positively and cooperatively with Curriculum, Instruction & Assessment staff and other District support staff
- E. Knowledge of and experience with career related learning programs
- F. Demonstrated excellence in counseling and guidance functions
- G. Demonstrated knowledge of Certificate of Advanced Mastery requirements
- H. Completed, or currently enrolled in, administrative credential program
- I. 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. Assist Executive Director with implementation of District school-to-work programs
- B. Assist with implementation, maintenance, and updating of the District's career related learning standards
- C. Provide assistance to teachers and specialists on planning, integrating, and implementing CAM programs

T.O.S.A. - Specialist - Curriculum, Instruction, and Assessment: (Continued)

Essential Responsibilities: (Continued)

- D. Participate as team member to facilitate implementation of instruction
- E. Provide assistance to the Executive Director in the planning and implementation of professional development offerings, including identification of the elements necessary to develop and provide such offerings
- F. Facilitate professional development opportunities for District counseling staff
- G. Assist in maintenance of Business Education Compact programs
- H. Perform such other related duties as may be assigned by the supervisor or the Superintendent

Key Relationships:

- A. Executive Director of Curriculum, Instruction, and Assessment: Reports to this position
- B. District teaching staff: Facilitates service of the Curriculum, Instruction and Assessment Department to other District departments and schools