

HILLSBORO SCHOOL DISTRICT 1 J

2019.1

JOB DESCRIPTION

T.O.S.A. – HISPANIC OUTREACH

DIVISION: Support Services
DEPARTMENT: Hispanic Outreach
IMMEDIATE SUPERVISOR: Deputy Superintendent

GENERAL DUTIES: The Hispanic Outreach (TOSA) will assist in planning and implementing activities designed to include the Hispanic parent community in school and District governance, increase involvement, reduce isolation, and develop trust to improve student achievement.

ESSENTIAL REQUIREMENTS:

- A. Hold an appropriate license from the Teacher Standards and Practices Commission in the State of Oregon.
- B. A Bachelors Degree from an accredited institution of higher learning.
- C. Successful bicultural work experience with the Hispanic community is preferred.
- D. Successful experience working in a Bilingual/ESL education programs.
- E. Ability to work cooperatively with diverse students and parents.
- F. Demonstrate successful experience in working successfully with students of diverse cultural groups, especially Hispanic.
- G. Speak and writes English and Spanish fluently.
- H. Physical requirements that may include:
 - 1. In an eight hour day the employee may:
 - a. Stand/walk 1 - 4 hours
 - b. Sit 1 - 3 hours
 - c. Drive 1 - 3 hours
 - 2. Employee may need to occasionally:
 - a. Bend
 - b. Squat
 - c. Climb stairs
 - d. Lift to 50 pounds

ESSENTIAL RESPONSIBILITIES:

- A. Facilitate implementation of Strategy III of the Strategic Plan, "We will develop stronger partnerships with the Hispanic community to increase involvement, develop trust, reduce isolation, and improve student achievement."
- B. Coordinate family learning activities.
- C. Create and administer needs assessment for parents/staff/students to determine specific Hispanic community needs.

Essential Responsibilities: (Continued)

- D. Develop systematic home visits, school orientation, attendance intervention, parent training, mentorships, advocacy, assistance in accessing support services, and translation services.
- E. Facilitate district-wide inservice experiences for teachers and administrators in Hispanic cultural awareness, second language acquisition, and instructional strategies for teaching ELL in the regular classroom.
- F. Provide or facilitate oral and written Spanish translation of District handbooks, forms, newsletters, orientations, and meetings.
- G. Work with schools to:
 - Develop new opportunities for Hispanic student advocacy;
 - Ensure handbooks, forms, newsletters, orientations, meetings, and information about programs, sports and activities are translated;
 - Increase the number of Hispanic parents who participate in school events and programs;
 - Implement family literacy activities
 - Reduce dropout rate
 - Coordinate attendance intervention
- H. Assist in pursuing grant opportunities for community services integration and Hispanic Outreach.
- I. Meet with designated parent groups as prescribed by funding source.
- J. Collaborate with departments services funded under “No Child Left Behind” (NCLB).
- K. Perform such other related tasks as assigned by the supervisor or the Superintendent.