Position Summary

The District TOSA is a ONE-YEAR temporary position. This educator works with teachers and administrators to coordinate K-12 Music programs, including coaching and planning, organizing and leading district-wide professional development.

Supervisory Relationship

This position reports to an administrator in the Instruction Department.

Essential Functions

1. Work with the curriculum administrator to support a unified, District-wide K-12 Music curriculum, ensuring that it is rigorous, culturally responsive, and reflects current research and theory in instruction.
2. Support principals and school staff in implementation of materials;
3. Assist teachers in managing district-shared equipment;
4. Oversee course alignment and learning targets across grade levels and within individual courses;
5. Assist with effective implementation of proficiency based teaching, learning and assessment practices;
6. Coordinate district-wide music funds in collaboration with the curriculum administrator;
7. Facilitate professional development for teachers and administrators in identified areas of instruction and assessment, with support from curriculum administrator;
8. Work with teachers and administrators to adapt curriculum and instruction to meet the needs of all students;
9. Work with curriculum administrator and others to review new curriculum, as needed;
10. Assist in coordinating district-wide and community events and competitions;
11. Assist Human Resources in hiring new music teachers, as needed.

Required Knowledge, Skills and Abilities

1. Ability to communicate effectively, orally, and in writing;
2. Ability to analyze, develop, implement, and track intervention plans and strategies;
3. Strong knowledge of instruction and assessment, including the ability to analyze data from multiple sources;
4. Strong knowledge of K-12 music standards;
5. Strong instructional technology skills;
6. Ability to oversee the work of others;
7. Strong organizational skills.

Minimum Qualifications

Education
- K-12 Music Endorsement,
- Master’s degree from an accredited university,
- Oregon Teaching license.
Experience

• At least four years of experience working with students and teachers, preferably in general music, choir and band/orchestra, or a combination of experience at the elementary and secondary levels;
• Demonstrated successful experiences working with teachers and administrators supporting students;
• Experience with music programs currently being used in 4j schools;
• Experience leading professional development.

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

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| Developed by           | Susan Penrod, Curriculum Administrator  
                        | Charis McGaughy, Assistant Superintendent for Instruction |
| Approved by            | Cydney Vandercar, Director of Human Resources |
| Last revised           | March 2017                    |