



DISTRICT SECONDARY SCIENCE SPECIALIST - TOSA

Position Summary

The District Secondary Science Specialist TOSA is a one-year temporary position. This educator works with teachers and administrators to implement the Next Generation Science Standards and the new secondary curriculum materials, including coaching classroom teachers, and delivers professional development in both small and large groups. Planning, organizing and leading professional development are expected as part of this assignment.

Supervisory Relationship

This position reports to the Curriculum Director within the Instruction Department.

Essential Functions

1. Develop, implement and manage curriculum alignment and learning targets across secondary content areas in all science courses.
2. Oversee the dissemination of digital science curriculum and materials for 6-12 teachers.
3. Train each administrator and teacher to use district-adopted curriculum with fidelity.
4. Develop and implement plans for the use of digital science tools in each school.
5. Assist with effective implementation of science instruction, student learning and assessment practices.
6. Conduct and analyze on-going formative and summative assessment data of classroom science instruction and overall program effectiveness.
7. Provide professional development for teachers and administrators on science standards, science instruction, and assessment.
8. Work with teachers and administrators to adapt curriculum and instruction to meet the needs of students who have individualized education programs, are ELD students, and TAG identified students.
9. Support classroom teachers in the differentiation of district adopted curriculum.
10. Coordinate with Secondary TOSAs to plan and provide cohesive professional development across content areas where appropriate.
11. Coordinate science placement testing for rising 9th graders.
12. Performs other duties as assigned.

Required Knowledge, Skills and Abilities

1. Ability to communicate effectively orally and in writing.
2. Strong knowledge of instruction and assessment for secondary science, including the ability to analyze data from multiple sources.
3. Strong knowledge of Next Generation Science Standards.
4. Strong instructional technology skills.
5. Ability to oversee the work of others.
6. Strong organizational skills

Minimum Qualifications

Education

- Master’s degree preferred.
- Valid Oregon Teaching license in related field required.
- Evidence of multi-cultural experience and cultural competency; and
- ESOL endorsements preferred.

Experience

- At least four years of experience working with students and teachers at the secondary level.
- Demonstrated successful experience working with teachers and administrators supporting students in a variety of situations.
- Experience with science curriculum currently used in 4j schools preferred.
- Experience leading professional development, including integration of digital resources in classrooms and on technology leadership teams preferred.
- Demonstrated success with culturally responsive teaching practices.
- Advanced training in digital classroom tools preferred.

Work Environment

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

ADDITIONAL INFORMATION	
Employee Unit	Eugene Education Association
Pay Grade	Licensed Salary Schedule
Developed by	Andy Dey, Director of Secondary Education
Approved by	Karen M. Hardin, Director of Human Resources
Last revised	July 20, 2020

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