

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

TOSA: Elementary Instructional Support Specialist

Purpose of the Job

The Instructional Support Specialists, under the direction of district administration will be responsible for facilitating, coordinating and implementing a district wide intervention model for primarily reading but will also include behavior and possibly other subjects as well, in each of our elementary schools.

Essential Job Functions

1. Meet monthly with the district level administration to plan, monitor and evaluate the district intervention model.
2. Identify eligible students for intervention services.
3. Identify research based interventions to use with students.
4. Provide intervention support for identified students.
5. Monitor student progress.
6. Identify and share family involvement strategies for support of student achievement.
7. Support the reporting of student progress or achievement levels on the elementary report card.
8. Report to the state the required information on eligible students and their progress.
9. Plan for parent conferences and intensive remediation strategies for students not performing at grade level standards.
10. Other duties as assigned by the Director of Instructional Programs

Qualifications:

Education & Experience:

1. Teaching experience (3 years) at the elementary level preferred
2. Experience working with diverse populations.
3. Prior successful experience in implementing interventions especially in primary reading and/or behavior.

Knowledge Skills & Abilities:

4. Demonstrated organization and interpersonal skills, including oral and written communication skills.

Licenses, Certificates & Special Requirements:

5. Valid Washington State teaching certificate.

Reporting Relationship:

The TOSA: Instructional Support Specialist reports to the Director of Instructional Programs

Conditions of work:

Union Affiliation:

NKEA

FLSA Status:

Salary Range:

NKEA Salary Schedule

Job

Job History:

Created: 7/24/13

Immediate Supervisor

Date

Director of Human Resources

Date

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice.

07/24/13