

**JOB DESCRIPTION**  
**TOSA – Student Support Specialist**

**IMMEDIATE SUPERVISOR**      Principal

**GENERAL DUTIES**

The Student Support Specialist will provide support to school administrators for the overall leadership at each school.

**ESSENTIAL REQUIREMENTS**

- A. Master’s degree preferred
- B. Holds an appropriate license from the Teacher Standards and Practices Commission in the State of Oregon
- C. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds
- D. Maintain integrity of confidential information relating to students, staff, or district patrons
- E. Ability to work harmoniously with others

**ESSENTIAL RESPONSIBILITIES**

- A. Assist in the planning, developing and implementation of individual student behavior plans
- B. Assist in the planning, development, and implementation of individual student academic success plans
- C. Serve as Section 504 and Talented and Gifted building coordinator
- D. Use data to identify and target support for struggling students
- E. Serve as a resource to staff in dealing with classroom management and student behavior issues
- F. Serve on or lead various school teams to track, monitor, and promote student success
- G. Serve as a liaison between the school and home
- H. Assist in developing programs to promote positive student behavior as well as intervention strategies
- I. Communication with students, staff, and parents about school success programs and individual student plans
- J. Assist in coordination of alternative placement for disruptive students
- K. Assist with monitoring and supervision of school facilities
- L. Assist in organizing state testing and improving student success
- M. Other duties as assigned by school administrator
- N. Cultivate and model a respectful working and learning environment

Banks School District believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities.

Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

**PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES**

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

NA – Not Applicable

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)		X			
Crawling		X			
Crouching (bend at knees)		X			
Stooping (bend at waist)		X			
Twisting (knees/waist/neck)		X			
Turn/pivot		X			
Climbing (stairs)			X		
Climbing (ladder)	X				
Reaching overhead		X			
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping			X		
Repetitive use hands squeezing			X		
Fine manipulation		X			
Using foot control	X				
*Pushing/Pulling Maximum weight: <b>40</b> lbs.			X		
*Lifting/Carrying Maximum weight: <b>40</b> lbs.			X		

\*Identify items typically moved: General classroom equipment

**WORK PLACE EXPECTATIONS**

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to students, staff, or District patrons

**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 once notified of changes, 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 accommodation(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