

ATTACHMENT NO. XII. - D

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Suggested motion:              Approval of Addition of TOSA – Teacher on Special Assignment

Recommended action:          Approve as presented.

It is recommended that a Special Education Procedural Teacher on Special Assignment for the North Boone School District be hired. Kim Maville, Director of Special Education is recommending the hire to provide process and procedural training and coaching district-wide. This person will be responsible for ensuring compliance with current district policies and federal rules and regulations that affect special education programs and services. This is a 2-year position and is Grant Funded.

TITLE: Special Education Procedural Teacher on Special Assignment

QUALIFICATIONS:

1. Illinois Professional Educator License with appropriate endorsements required
2. At least 5 years of teaching experience
3. Must be self-motivated and able to work independently, as well as within a team environment
4. Ability to establish and maintain effective working relationships with all staff and the visiting public
5. Ability to maintain confidentiality
6. Ability to execute meetings, calls, and emails with professionalism, courtesy, and accuracy
7. Strong understanding of federal and state special education rules, regulations, and practices
8. Proactive nature; able to anticipate conflicts before they arise

REPORTS TO: Director of Special Education

SUPERVISES: None

POSITION SUMMARY:

The Special Education Procedural TOSA is responsible for applying current rules and regulations to ensure district-wide consistency of IEP's written to support an approved instructional program that will result in the student achieving academic success in accordance with applicable laws, district requirements, and policies.

GENERAL DUTIES AND RESPONSIBILITIES:

- Support teachers with academic interventions
- Assist with planning and implementation of professional development/training for departments and buildings (OR) Provide ongoing training and technical assistance to school based staff members
- Ensure compliance with all laws, regulations, and administrative rules that affect special education programs and services
- Support teachers when developing Individual Education Program (IEP)
- Work cooperatively with building and district administrators to resolve issues and ensure the effective and efficient provision of special education programs and services
- Conducts new teacher onboarding for IEP writing
- Conducts regular IEP audits to ensure compliance with federal and state law, as well as district special education policies and procedures
- Assist in developing alternatives to meet special education needs of each school
- Assume any other duties delegated by the supervisor

TERMS OF EMPLOYMENT:

The supervisor may make adjustments to the scope of responsibilities if in the best interest of the school district.

This TOSA position will be evaluated each year by the Director of Special Education. The assignment will be for no more than two years. Upon completion of the assignment, he/she will return to their original teaching position.