

**Job Title: TOSA: Education Success Specialist- RSDFlex**

**Position Reports To:** Alternative Learning Specialist/RSDFlex Coordinator

**FLSA Status:** Exempt

**Work Days:** 190 day/yr calendar

**Position Type:** .5 FTE

**Program:** RSDFlex

**JOB SUMMARY**

This position is a student support role within the district's online program (RSDFlex) that encompasses responsibilities as a student advisor and coordinator for the RSD Expulsion Program. The individual in this role will provide academic, emotional, and career guidance to RSDFlex students, while also supporting those in alternative education settings to ensure their continued growth and success.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

- 1) Provide academic guidance for RSDFlex students, assisting with course selection, credit planning, and graduation requirements.
- 2) Guide students in evaluating aptitudes, abilities, and interests to inform educational and career planning.
- 3) Support students in alternative and expulsion programs by creating individualized learning and re-entry plans.
- 4) Work closely with teachers, families, and support staff to identify and resolve barriers to student learning.
- 5) Conduct new student orientations to explain program expectations, learning platforms, and available support services.
- 6) Develop and implement strategies to improve student engagement, attendance, and retention.
- 7) Offer individual guidance to address academic concerns, personal/social development, and well-being.
- 8) Assist students in exploring career options, post-secondary pathways, and vocational opportunities.
- 9) Coordinate transitions for students moving between educational levels (Elementary–Middle, Middle–High) and/or returning from alternative placements.
- 10) Maintain and monitor 504 plans, ensuring accommodations are implemented and documented.
- 11) Collaborate with administrators and staff regarding student discipline and re-engagement strategies.
- 12) Refer students to outside agencies and community resources when additional support is needed.
- 13) Maintain accurate student records, documentation, and required reports in accordance with district and state requirements.
- 14) Maintain required licenses and complete ongoing professional development as required.
- 15) Adhere to district, state, and federal policies, as well as the Oregon Administrative Rules for licensed educators.
- 16) Maintain consistent, regular attendance.

**MARGINAL DUTIES AND RESPONSIBILITIES**

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Serve on building and District and school committees and councils.
2. Report issues to authorities as necessary, animal control, suspicious activity etc.

3. Reports safety, sanitary and fire hazards immediately to the supervisor.

### **SUPERVISORY RESPONSIBILITIES**

This position may supervise volunteers, student aides, and instructional assistants. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment at all times.

### **MINIMUM QUALIFICATIONS**

- Must have and maintain a valid TSPC Oregon Teaching license or School Counseling license appropriate to assignment with both proper authorizations and endorsements.
- Demonstrated skill in using technology to support learning
- Demonstrated skill building connections and rapport with students accessing online learning
- Submission of professional application materials.
- Bachelor's Degree

### **PREFERRED QUALIFICATIONS**

- Experience teaching at the secondary level
- School counseling license issued by TSPC or be eligible for Child Development Specialist Certification through Oregon Department of Education
- Secondary endorsement in a core subject area
- Bilingual Spanish
- Direct experience with online platforms and serving students in online learning environments

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work well with others from diverse backgrounds. Focus on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with adolescent students and public.
- Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff or members of the community. Ability to draft simple correspondence and some routine reports. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to add, subtract, multiply and divide. Ability to perform these operations using units of American money and weight measurement, volume and distance.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to proficiently use Google Suite Apps. Ability to type accurately and proficiently. Ability to effectively use Synergy gradebook.
- Ability to type accurately and proficiently.
- Ability to appropriately communicate with students, teachers, parents, members of the community and others including vendors, law enforcement and other agencies. Ability to exercise good judgment and work in an environment with constant interruptions.
- Must have a valid Oregon Driver License and ability to obtain a valid CPR/First Aid card.

### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must regularly lift and/or move up to 15 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Occasionally perform work beyond a standard 40-hour work week when workload requires.*

The work environment is in a school that combines standard office settings including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate and occasionally high. Employees may be exposed to bloodborne pathogens.

## **OTHER**

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

## **NON DISCRIMINATORY**

Redmond School District is committed to equal opportunity and non-discrimination in all of its educational and employment activities. The District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, disability, marital status, or age in its programs and activities.

Prepared By: Human Resources

Prepared Date: August 2025

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Printed Name: \_\_\_\_\_