



Date Adopted:	3/19/13
Salary Schedule:	Core – 198 days
FLSA:	EXEMPT

## **Job Description    TEACHER ON SPECIAL ASSIGNMENT (TOSA) K-12**

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### **BASIC FUNCTION**

Under the direction of an assigned Administrator, the Teacher on Special Assignment (TOSA) serves outside the classroom setting for assignments as determined by the needs of the District and specified by the Executive Director. Provide direct intensive curriculum and instructional support services including effective strategies and intervention in assigned area. Assist in providing support to site administrators and teachers in the improvement of assigned area.

### **ESSENTIAL JOB FUNCTIONS** (may include, but not limited to the following)

- Implement the philosophy goals, objectives, and policies adopted by the Board of Trustees.
- Provide direct technical assistance and instructional support to administrators and classroom teachers to facilitate strategic planning, curriculum enhancements, development and instructional issues in support of district priorities and results.
- Identify best practices regarding teaching, instruction and assessment in assigned area as well as staff development resources.
- Monitor school progress towards achievement of the district goals through review and analysis of data to ensure all decisions and program implementations are data driven.
- Collaborate with other departments to align curriculum, strategies, and support services to provide for seamless district-wide transitions.
- Visit school sites and classrooms to assist site administrators in monitoring effective program implementation.
- Assist the site principals with setting goals for improved instruction and monitoring of student achievement data to make informed instructional decisions.
- Use knowledge of state standards-based assessment, scoring and reporting methods to aid in the design of school improvement programs.
- Assist teachers in building an interactive classroom environment focused on the content and learning strategies embedded in the Common Core State Standards.
- Serve as a resource person to ensure program goals meet the specialized needs of students.
- Collaborate with Curriculum staff to develop and implement integrated curriculum related to improving student achievement and closing the achievement gap.
- Facilitate monthly meeting of department heads for the purposes of professional development, curriculum alignment, and improving instructional practices.

- Provide instructional leadership in assigned area to schools for accelerating proficiency and academic achievement of all students especially those groups that have not reached proficiency.
- Assist in the continued enhancement of the management of Twin Rivers Unified District by modeling appropriate behavior for and toward students and staff, and by displaying professional conduct and appearance at all times.
- Perform other related duties as assigned or required.

### **QUALIFICATIONS**

#### *Knowledge of:*

- Principles, practices, procedures, rules, codes, regulations, techniques and strategies of district and assigned areas of instruction.
- State and District textbook adoption procedures, technology, book publishers, ordering practices and district procedures.
- Familiar with organization and coordination techniques utilized by purchasing and warehouse.
- Ordering, billing, problem solving, and distribution of instructional materials.
- Effectively work with individuals and groups.
- Principles of training and providing work direction.
- Analyze assessment and other relevant data to assist in creating goals and objectives and evaluating the effectiveness of program services.
- Thorough understanding of the Common Core State Standards.
- Culture, life styles, educational and social needs of ethnic minority students and children of poverty.
- Interpersonal skills using tact, patience and courtesy.
- Computer technology and software skills.

#### *Ability to:*

- Read, interpret and apply legal mandates, policies, rules, regulations and operational procedures pertaining to school and departmental operations.
- Provide support for schools to accelerate student achievement, eliminate all achievement gaps and move out of Program Improvement.
- Develop goals and objectives; establish and meet schedules and time lines; work with discretion and confidentiality.
- Define projects and specifications; deal with a variety of projects simultaneously; prepare clear and concise management reports.
- Establish and maintain cooperative and effective working relationships.
- Understand and carry out oral and written directions.
- Communicate effectively both orally and in writing in a clear and concise manner.
- Exchange and retrieve information in person and on the telephone.
- Apply policies and procedures related to the assigned duties and responsibilities of the position with good judgment in a variety of situations.

### **CREDENTIAL**

Valid California Multiple or Single Subjects Credential required

Valid California Administrative Services Credential preferred

Advance degree from an accredited college or university preferred

**EDUCATION AND EXPERIENCE**

A minimum of three years teaching experience required and three years of training and experience in assigned area. A strong background in effective implementation of professional development, data assessment and instructional coaching, as well as training in subject area. Experience in design, implementation, monitoring of programs and presentation of high quality staff development.

**LICENSE AND OTHER REQUIREMENTS**

Possession of a valid California Drivers' License and current proof of insurance required.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. This position will be an indoor office work environment and include visitations to the sites.

*Physical Abilities:*

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. The employee must be able to:

- Lift, carry, push and/or pull items with a strength factor of medium work.
- Hear and speak to exchange information in person or on the telephone.
- See to read a variety of materials.
- Possess dexterity of hands and fingers to operate a computer keyboard.
- Stand or walk.
- Bend at the waist, kneel or crouch to file materials.
- Sit or stand for extended periods of time.
- Reach above shoulders to file materials.
- Climb a stool/ladder.

**HAZARDS**

None Identified