

TEACHER ON SPECIAL ASSIGNMENT (TOSA), LEARNING SUPPORT

PRIMARY FUNCTION:

Under the supervision of the Executive Director, Educational Services, shall provide district-wide support and technical expertise in planning and developing instructional strategies; perform a variety of technical tasks relative to technology and other assigned areas of responsibility; provide assistance to certificated and classified staff and site leadership teams.

Professional Responsibilities

1. Interpersonal skills using tact, patience and courtesy.
2. Maintain an improvement focus.
3. Demonstrate strong communication skills.
4. Use sound judgment and display willingness to make decisions.
5. Serve as a strategic thinker to achieve organizational goals.
6. Serve as a collaborative member to help shape and drive initiatives across the organization.

ESSENTIAL FUNCTIONS:

1. Promote use of effective instructional strategies based on research.
2. Provide support including, but not limited to, providing designated training, coaching and technical assistance for the implementation of MTSS, academic instructional coaching, inclusive instructional practices, differentiated instruction, and Universal Design for Learning.
3. Provide coaching, ongoing feedback and support to staff and site teams on goal development, implementation and effectiveness of instructional strategies.
4. Support the development and selection of Educational curricula, materials and equipment.
5. Maintain awareness of new developments in the educational field.
6. Support the planning, organizing and implementation of educational technology services to schools.
7. Provide support in assessing in-service education needs; plan and develop in-service education activities for teachers and support staff including demonstrations, workshops, orientations, and group meetings; conduct in-service activities for sites.
8. Support the design and development of professional learning materials and resources.
9. Communicate with administrators and school personnel to exchange information and support activities and instructional programs.
10. Support the implementation of Common Core State Standards and other required initiatives.
11. Support district initiatives for evidence-based academics and behavior intervention and support.
12. Represent the department on district committees and workgroups as appropriate.
13. Facilitate effective communications between other district offices, school principals, staff, parents, and other stakeholders.
14. Support Principals and site leadership teams to analyze student achievement and program implementation.

Other Duties and Responsibilities

1. Perform any and all other duties as assigned by the Executive Director, Educational Services, or designee.
2. Promote good health and wellness practices.

QUALIFICATION STANDARDS:

Ability – Above average recommendations from administrative supervisors or other professionals who have observed the candidate's personal characteristics, scholastic attainment, performance and ability to communicate effectively.

EXPERIENCE:

- Five years of successful teaching experience
- Experience in presenting to adult learners

EDUCATION/CREDENTIALS:

- a. Valid California Teaching and/or Education Specialist Credential with EL Authorization/CLAD or appropriate equivalent credential(s) and authorization(s) for assignment
- b. Bachelor's Degree with major coursework in education, education administration, behavior management, school counseling and/or Educational Psychology or related field

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Professional Learning Communities theory and practice
- Recent developments and information related to the field of education
- Educational technology curriculum and equipment; English Language Arts and English Language Development curriculum
- Adult learning principles
- Training equipment operation and digital training platforms
- Current research and effective theories/methodologies for instruction, teaching and learning.
- Professional development design
- Common Core State Standards, Next Generation Science Standards, innovative teaching practices, and the integration of 21st century literacies.
- Differentiated Instruction for all students including, but not limited to, students with Disabilities and English Language Learners
- Multi-Tiered System of Support (MTSS)/for Response to Instruction and Intervention (RTI2).
- Positive Behavioral Intervention and Support (PBIS).

Ability to:

- Implement educational programs
- Recommend goals; objectives, and practices for providing effective and efficient instruction
- Present information effectively in front of both large and small groups of adults
- Establish and maintain effective working relationships with various stakeholders
- Understand laws, codes, policies and procedures related to education
- Analyze problems and identify alternative solutions
- Communicate clearly and concisely, both orally and in writing, in English
- Operate a computer and assigned software programs
- Provide District-wide support and technical expertise in planning and implementing educational technology strategies
- Work independently with little direction
- Effectively adapt and adjust support and services to meet changing priorities
- Provide support to District initiatives focused on improving the performance of students
- Effectively collaborate with various school sites and staff

- Support curriculum design and planning in order to serve all students represented at a school site, including but not limited to students with disabilities and English Language Learners

WORKING CONDITIONS:

Environment:

Indoor and outdoor work environment; subject to driving to conduct work

Physical Abilities:

- Bending at the waist, kneeling or crouching to assist students
- Hearing and speaking clearly to exchange information and make presentations
- Lifting books, materials and equipment to execute presentations or lessons
- Seeing to read, prepare and review a variety of activities and to monitor staff/student activities
- Sitting or standing for extended periods of time
- Walking extended lengths to move around campus and throughout the district sites

Hazards:

- Potential exposure to communicable diseases and contact with blood and other body fluids