TEACHER ON SPECIAL ASSIGNMENT (TOSA)
(Low-Performing Students Block Grant-temporary)

JOB DESCRIPTION:
The teacher on special assignment provides supplemental instruction to low-performing students in the areas of English language arts, mathematics and assessment. The TOSA supports teachers implementing California Common Core State Standards-based instruction to low-performing students and aligned to the Local Control Accountability Plan and School Plan(s) for Student Achievement. Job duties include supporting teachers in curriculum implementation, lesson planning, data interpretation, instructional techniques and meeting the needs of low-performing students. The TOSA is a support position and does not include the evaluation of teachers.

QUALIFICATIONS:
1. Hold valid Teaching credential with CLAD/CTEL (integrated and designated) or BCLAD certification
2. 5 years’ experience as a classroom teacher
3. Experience in providing professional learning and mentoring
4. Stay current with the latest developments in educational research
5. Knowledge of Primary language instruction issues and methods, Specially Designed Academic Instruction in English (SDAIE), English as a Second Language methods and programs.
6. Excellent interpersonal skills. Possess leadership skills in planning and conducting meetings/trainings.
7. Ability to be flexible based on program needs.

ESSENTIAL DUTIES:
1. Provide instruction to low-performing students in the areas of English language arts, mathematics and assessment.
2. Provides small group instruction for targeted students and support for teachers.
3. Focuses on implementing consistent English language arts and mathematics curriculum expectations, programs and activities across the district.
4. Delivers model classroom lessons/best practices through large group, small group and one-on-one direct instruction to students.
5. Assists in preparing and implementing activities necessary for the implementation of the state curriculum frameworks, California Common Core standards and CAASPP.
6. Conducts classroom observations and provides feedback to teachers.
7. Provides support to teachers seeking assistance, as well as those needing help.
8. Researches and plans, as necessary.
9. Takes leadership role in district committees and cadres involved in curriculum development and collaboration. Assists in disseminating cadre work to all sites.
10. Participates in analyzing and disseminating scores and creating and/or strengthening programs to improve learning for low-performing students.
11.Plans and implements opportunities based on analysis of student performance indicators and aligned with current research.
12. Assists teachers in analyzing student data and developing action plans for differentiated instruction.
13. Maintains a log of coaching activities.
14. Other duties as assigned.

**ESSENTIAL PHYSICAL REQUIREMENTS:**
Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

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<tr>
<td>1</td>
<td>Seldom = Less than 25%</td>
<td>3</td>
<td>Often = 51-75%</td>
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<td>2</td>
<td>Occasional = 25-50%</td>
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<td>Very Frequent = 76% and above</td>
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<td>a. Ability to work at a desk, conference table or in meetings of various configurations</td>
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<td>b. Ability to stand and circulate for extended periods of time</td>
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<td>4</td>
<td>c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter materials and observing students</td>
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<td>d. Ability to hear and understand speech at normal levels</td>
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<td>e. Ability to communicate so others will be able to clearly understand normal conversation</td>
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<td>2</td>
<td>f. Ability to bend and twist, kneel and stoop, run and crawl</td>
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<td>2</td>
<td>g. Ability to reach in all directions</td>
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<td>h. Ability to lift 25 pounds</td>
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<td>1</td>
<td>i. Ability to carry 50 pounds</td>
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**WORK ENVIRONMENT:**
Employees in this position will be required to work indoors in a standard classroom environment and outdoors as instruction requires. Comes in direct contact with students, office staff, and the public.

**IMMEDIATE SUPERVISOR:** Superintendent or designee
**ASSIGNMENT:** School Calendar
**SALARY:** Certificated Teacher Salary Schedule