

Employee Signature _____

TEACHER ON SPECIAL ASSIGNMENT (TOSA)
(Salary per Teachers Salary Schedule)

DEFINITION

Under the supervision of the Assistant Superintendent of Education Services, the Teacher on Special Assignment (TOSA) will provide model lessons to teachers at a variety of grade levels at a variety of schools; and provide assistance, coaching, professional development, and short and long-range planning guidance to the teachers of the Saugus Union School District, support implementing effective instruction based on the California Content Standards. Additionally, this position will find, gather, and make available instructional resources to support classroom teachers in the implementation of the California Content Standards.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Provide professional development as aligned with the California Content Standards in English Language Arts, Mathematics, Science, Social Studies, Physical Education, Arts, and Technology.
- Provide demonstration lessons at a variety of grade levels in order to assist and support teachers with the use of the district adopted curriculum and instruction resources as tools to support a variety of instructional strategies and student achievement.
- Prepare, organize, and deliver professional development to groups of teachers on a variety of topics related to the California Content Standards, effective instructional strategies, assessment practices, and increasing student achievement.
- Work with teachers both individually and in groups to plan standards-based individual lessons, and units of study at a variety of grade levels.
- Locate, gather, and make available instructional materials related to California Content Standards in order to support teachers with their delivery of rigorous standards-based, lessons and activities.
- Locate and/or design and make available standards-based formative and summative assessment tools.
- Provide teachers with research-based interventions for underperforming students.
- Provide teachers TK-6 with professional development and with effective resources regarding appropriate use of assessment, construction of formative/systematic assessments, and how to appropriately alter instruction to address assessed needs of students.
- Performs other related duties as assigned.

Knowledge of:

- Student and adult learning theory
- A variety of instructional strategies for First Best Instruction as well as Response to Intervention (RTI), remediation, and enrichment
- A variety of assessment tools and data analysis
- Intervention program and strategies for underperforming students
- Computer software specific to curriculum in all content areas
- Computers and peripheral equipment associated with desktop publishing systems (i.e. printers, computers, scanners, storage devices.)
- Effective presentation and training methods
- Modern office practices and procedures
- Effective written and oral communication skills
- Data management and preparation of reports

Ability to:

- Assume responsibility for completing assignments, following oral and written instructions, and managing projects
- Manage and prioritize multiple tasks
- Apply time management, conflict resolution and team building skills
- Work independently at complex tasks
- Develop schedules and provide effective professional development
- Establish inter- and intra-agency communication and collaboration
- Exercise sound judgement
- Work well with all district personnel and other committees to achieve desired product
- Maintain confidentiality
- Compile and maintain accurate records

Credential/Licenses Required:

Valid California Teaching Credential with elementary authorizations.
Valid California Drivers' License

ESSENTIAL JOB FUNCTIONS:

- Visual ability to read handwritten or typed documents and instructions
- Able to conduct verbal conversation in English, and other designated language
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time
- Able to kneel or squat for extended periods of time

- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 25 pounds
- Able to carry up to 25 pounds
- Able to exhibit full range of motion for:
 - shoulder external rotation and internal rotation
 - shoulder abduction and adduction
 - elbow flexion and extension
 - shoulder extension and flexion
 - back lateral flexion
 - hip flexion and extension
 - knee flexion
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity needed to operate a computer and other classroom equipment in a safe and efficient manner

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.