

Job Description

Position:

Teacher on Special Assignment

General Description:

The employee serves as a teacher leader and specialist in specially designed instruction, legal and program compliance and facilitates professional development related to the department and district's instruction and curriculum goals. As a leader and specialist, the employee supports other specialists, teachers, school leaders and support staff in identifying, developing, and implementing curriculum, assessment and instructional strategies designed to improve student learning in specific areas. As a TOSA, the employee may work in a variety of elementary and/or secondary educational, individual or team-teaching settings. TOSAs share in the responsibility for student safety and appropriate collaboration and attention to each student's readiness to learn including needed guidance, discipline, and welfare.

Essential Duties and Responsibilities:

- As a leader and specialist, the TOSA develops and facilitates professional learning opportunities with a focus on special education for administrators, teachers, and support staff in curriculum, instruction and assessment strategies that promotes achievement for all students.
- Collaborate with teachers and specialists in planning for specific student learning outcomes and uses data and information to determine the student's current knowledge and skill level, support individualized student learning goals, and assess student progress. TOSAs may, as needed, conduct classroom instruction either for direct learning by students or for demonstrating effective intervention and teaching practices for classroom teachers.
- Facilitate a professional learning community inclusive of specialists, teachers, support staff, and others as appropriate, in addressing the needs of students, developing effective teaching and learning practices, and developing and implementing best practices across all areas.
- Assist teachers in using evidence-based instructional and learning strategies and differentiated instructional strategies in planning, delivering, and assessing lessons and individual student success.
- Gather student performance data and provides leadership in data analysis on a school-wide and classroom basis to inform instruction.
- Provide professional development in the use of technology for planning, progress reporting, designing classroom instruction and required record-keeping activities for both general education and independent study.
- Provide professional development in best practices in student engagement and curriculum development. With an emphasis in establishing classroom environments that are accessible and provide multiple representations of content for students with diverse abilities.
- Provide training and support for the development and articulation of Individualized Education Plans. The TOSA monitors program and legal compliance in both general education and independent study.

- Constantly observant of the needs and challenges of students and promptly engages an administrator or appropriate educational staff associates when the teacher suspects or reasonably believes that a student is at risk or in danger due to such issues as bullying, sexual harassment/misconduct, depression or suicide ideation, or academic failure. The teacher serves as a positive role model for students and practices the behaviors that are expected of students.
- Assist in the supervision of students at school activities and events. The teacher remains vigilant of students throughout the school day and at off-site school opportunity locations, taking the initiative to engage students when students are acting inappropriately or in inappropriate locations for the time of day.
- Establish a professional growth plan and annually review the plan and progress with the administrator.
- Responsible for WASC reports and visits.
- Participate in professional learning opportunities in support of District-wide mission, vision and goals.
- Perform administrative duties as assigned.
- Serve as the LUSD Independent Study Coordinator for both long- and short-term independent study.

Required Skills:

Ability to:

- Organize, direct, train, and collaborate with certificated and classified staff.
- Establish, coordinate and maintain communication with community and parent groups using collaborative techniques.
- Plan and organize work.
- Analyze situations accurately and adopt an effective course of action.
- Complete work with many interruptions.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Learn various computer operations and applications for the management of student information and in the preparation of reports and presentations.

Physical Requirements:

- Ability to see for purposes of reading policies and printed material.
- Ability to understand speech at normal levels in person or on the telephone.
- Ability to communicate so others will be able to understand a normal conversation in person or on the telephone.
- Ability to operate necessary equipment including computers and computer software with dexterity.
- Ability to drive a vehicle to conduct work.
- Ability to occasionally lift/carry supplies, materials and equipment weighing up to **25** pounds.
- Ability to demonstrate mental acuity in the performance of job related duties and interactions with students and adults.

Working Conditions:

Public school work environment subject to sitting at a desk or standing for long periods of time, bending and crouching, kneeling at files, pushing/pulling file drawers, equipment and supplies, reaching in all directions and working at a computer or other standard school equipment.

Basic Qualifications:

- Successful experience in working with culturally diverse families and communities or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
- Successful completion of a teacher certification program at an accredited college or university, and valid state certification(s) and any required endorsement(s) in the specific content area(s).
- Advanced knowledge and skill in teaching the assigned subject(s)/level(s), with a minimum of ten years of successful experience as an educator.
- Advanced skills in assessment and the use of data to inform and support intervention strategies targeted to the needs of individual students. Knowledge and skill in the application of specialized content area assessment instruments and strategies.
- Ability to function effectively as a teacher leader to include gaining the confidence and support of all members of the professional learning community.
- Ability to effectively communicate with parents, students, and staff verbally and in writing.
- Commitment to collaboration and teaming and effectiveness in working within a professional learning community.
- Knowledge of child and adolescent development and ability to apply that knowledge to the selection and application of curriculum materials and instructional practices.
- Knowledge and skill in the use and strategies necessary to meet the diverse needs of students.
- Knowledge and skill in culturally responsive teaching and learning.
- Skill and ability to utilize technology to aid instruction, assessment and learning.
- Evidence of continuous professional learning and a commitment to participate in professional growth opportunities and self-reflection on professional practice.

Days:

185 days per year, 7.5 hours per day

Salary:

As set forth in the Certificated Salary Schedule

Evaluation:

Director of Supplemental Support Services