



**CLASS TITLE: TEACHER ON SPECIAL ASSIGNMENT  
DoDEA ARTS FOR LEARNING GRANT  
CERTIFICATED**

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**BASIC FUNCTION:**

Under the direction of the Senior Director of Learning, provide district leadership and coordination of all facets of the Department of Defense Education Activity (DoDEA) Arts for Learning grant during its five-year period. The Teacher on Special Assignment (TOSA) will work with the Associate Superintendent, Senior Director of Human Resources, the Director of Technology, site principals and assistant principals, Teacher Data Leaders, all elementary teachers and designated secondary teachers, TK-12 parents, and the grant's External Evaluator.

**DISTINGUISHING CHARACTERISTICS:**

This position requires substantial background in some combination of: arts; National Core Arts Standards; professional development; arts integration; data analysis; and knowledge of past DoDEA grant efforts. Exemplary organizational, communication, leadership, and people skills are required. The willingness and ability to accommodate the needs of teachers, classroom staff, students, school sites, and administrators and fulfill the goals of this position and the grant's focus and goals are required.

**REPRESENTATIVE DUTIES:**

**Job Responsibilities are not limited to the following examples of duties and functions.**

**ESSENTIAL DUTIES:**

Leads the design, implementation, and evaluation of educational programs that promote and support the goals of the grant;

Leads the implementation of National Core Arts Standards; assists with coordination of integrated and discreet curricula, assessments, and grant-funded resources;

Demonstrates, models, and coordinates the development of effective instructional practices that include, but are not limited to Arts Integration with core subject curricula;

Collects, analyzes, and summarizes district data on student performance, particularly in the arts; closing learning gaps; and student attendance;

Provides leadership and support to design lessons which integrate the arts and core subject areas; supports delivery of lessons and instruction;

Collaborates with school staffs and *Arts for Learning San Diego* in the identification and planning of professional development and in-service activities including, but not limited to, specialized trainings and data analysis days;

Visits classrooms; consults with teachers to provide support in lesson design, new curriculum programs, and innovative instructional practices;

Provides timely feedback regarding programs and instruction to site/district administration, teachers and other stakeholders;



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Coaches and consults with teachers to improve and reflect on instructional practices; models best instructional practice to promote high student achievement and focus on meeting individual needs;

Coordinates parent education arts meetings/trainings, as well as updating resources and websites;

Works with district's arts vertical team and related committees on identified areas of focus and need;

Informs members of the district staff of major trends and developments in the identified content areas;

Orients new teachers in grant focus areas, goals, and systematized procedures.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Challenges faced by military dependent students

Effective problem-solving skills

Available arts resources and networks

Professional development and effective teaching strategies

Exemplary organizational, communication, and people skills

DoDEA grants preferred

**ABILITY TO:**

Establish positive relationships among staff members at all levels

Work effectively and collaboratively with all stakeholders and outside agencies

Coach peers using a collaborative approach;

Work effectively and flexibly in a variety of environments;

Manage budgets, assist with hiring of personnel, and assist with evaluation reporting;

**EDUCATION AND EXPERIENCE:**

Credential Requirements

Appropriate California teaching credential (CA Multiple Subjects and/or Single Subject Credential in Visual or Performing Arts);

CLAD or EL Authorization;

Administrative Credential preferred.

Experience

Minimum of five (5) years of teaching experience, at elementary, middle or high school level, in the arts;

Providing professional development in the arts;



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Leading and organizing a project, staff, or committee;  
Using data to inform instruction and create plans;  
Collaborating and communicating with a committee, leadership team, or subject/grade level community;  
Site administrative leadership is preferred;  
Working with DoDEA grants is preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Must possess a valid California Driver's License and be able to provide proof of insurance

**WORKING CONDITIONS:**

**ENVIRONMENT:**

The job is performed under minimal temperature variations with frequent interruptions and a general hazard free environment, including classroom environment, office environment, outside and community locations.

**PHYSICAL DEMANDS:**

Seeing to read a variety of materials  
Hearing and speaking to exchange information and make presentations  
Sitting or standing for extended periods of time  
Bending at the waist or crouching or stooping to assist students or staff and to prepare materials  
Driving a vehicle to conduct work  
Using a computer and other technology-based equipment  
Variable hours  
Physical agility and stamina  
Lifting light objects weighing up to 15 pounds