



**CLASS TITLE: TEACHER ON SPECIAL ASSIGNMENT:
ADULT EDUCATION
CERTIFICATED**

BASIC FUNCTION:

Under the direction of the Director of Adult Education and the secondary principals, the Teacher on Special Assignment (TOSA): Adult Education is responsible for providing support and leadership in the Adult Education program. Areas of responsibility include curriculum, professional development, budget management, stakeholder communication, and data collection and analysis.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Responds to all program specific school requests as needed and/or assigned for the purpose of ensuring program effectiveness, improving student achievement and complying with all relevant regulations.

Develops proposals, new programs, budgets and grant opportunities as assigned for the purpose of meeting District goals.

Assists with monitoring fund balances of assigned programs and related financial activity for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.

Coordinates the development and selection of materials appropriate to the program; makes recommendations to schools concerning the use of relevant and current instructional materials.

Initiates communications with a variety of parties (e.g. school sites, other district offices, community organizations, regulatory organizations, etc.) for the purpose of ensuring program effectiveness, improving student achievement and complying with all relevant regulations.

Conducts meetings with various internal and external parties (e.g. district staff and administration, community organizations, etc.) for the purpose of coordinating activities and ensuring that program outcomes achieve school, district and/or state objectives.

Attends meetings, conferences, workshops, etc. for the purpose of understanding program changes and updating and implementing district procedures.

Prepares materials in a variety of (written and electronic) formats (e.g. reports, memos, letters, requests, forms, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.

Files and maintains documents in a wide variety of (written and electronic) formats (e.g. student records, program reports, etc.) for the purpose of ensuring program effectiveness, confidentiality and complying with mandated requirements.

Supports new teachers.

Coordinates registration and management of Adult Education courses.

OTHER DUTIES:

Performs related duties as assigned.



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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Strategies for providing professional development
Use of data to inform instruction and create plans
Effective problem-solving skills and teaching strategies
Exemplary organizational, communication, and people skills
Integration of technology in classroom instruction
Financial and statistical record-keeping techniques
Current research and practices in the education of adults

ABILITY TO:

Model “best” instructional practices and curriculum integration techniques
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

Valid California Teaching Credential
CLAD or EL Authorization

Experience

Minimum of five (5) years of teaching experience;
Leadership experience as demonstrated by leading and organizing a project, staff, or committee;

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.
