



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

BASIC FUNCTION:

Under the direction of the Senior Director of Learning, provide district leadership and coordination of facets of an identified program or grant. The Teacher on Special Assignment (TOSA) will work with the Associate Superintendent, Senior Director of Human Resources, Technology Department, site principals and assistant principals, elementary teachers and secondary teachers.

DISTINGUISHING CHARACTERISTICS:

This position requires substantial background in California State Frameworks and Standards; professional development; data analysis; and applicable knowledge of past 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, if applicable, 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 identified program or grant;

Demonstrates, models, and coordinates the development of effective instructional practices related to identified core subject curricula;

Collects, analyzes, and summarizes district data on student performance;

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;

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;

Works with district's 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;

If applicable, orients new teachers in grant focus areas, goals, and systematized procedures.



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

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Challenges faced by military dependent students
Effective problem-solving skills
Professional development and effective teaching strategies
Exemplary organizational, communication, and people skills
DoDEA grants preferred (if applicable)

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);
CLAD or EL Authorization;
Administrative Credential preferred.

Experience

Minimum of five (5) years of teaching experience, at elementary, middle or high school level;
Providing professional development in STEAM and/or ELA;
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 (if applicable).

LICENSES AND OTHER REQUIREMENTS:

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



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

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:

Reading a variety of materials

Ability to exchange information and make presentations

Sitting or standing for extended periods of time

Assisting students and/or staff and preparing materials

Traveling to multiple school sites and locations within the District's boundaries

Using a computer and other technology-based equipment

Variable hours

Physical agility and stamina

Lifting light objects weighing up to 15 pounds