

**SAN JUAN UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**



**POSITION TITLE: TEACHER ON SPECIAL ASSIGNMENT (TOSA)
POSITION CODE: 230**

DEFINITION: Under administrative supervision, provide coaching and instructional support to site administrators, classroom teachers and school sites; plan and coordinate curricular alignment in all content areas and for all grade levels; develop and deliver professional learning on a variety of cross-disciplinary topics. Teachers on Special Assignment typically work at the district level rather than at a site.

DIRECTLY RESPONSIBLE TO: Program administrator or designee

SALARY SCHEDULE: Certificated

EXAMPLES OF DUTIES AND RESPONSIBILITIES: (Any one position may not include all duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification)

1. Coach teachers in the integration of effective, evidence-based instructional strategies, technology, and competencies to support core curriculum goals
2. Assist school site leadership teams in developing instructional components of site strategic plans
3. Coordinate with school site leaders to implement site and district strategic plans, instructional strategies, technology, and competencies into instruction
4. Contribute to the leadership and direction in defining teaching and learning
5. Participate in the development and implementation of departmental goals, objectives, policy priorities, standards, and procedures
6. Prepare proposals for innovative instructional practices and resources
7. Develop and deliver instruction, technology, and assessment workshops
8. Assist with development and support of grant proposals, development of bid requests, evaluation of proposals, and work with outside consultants
9. Keeps abreast of innovative teaching and learning practices through reading journals, books, and online resources

QUALIFICATIONS

Education:

Bachelor's degree from an accredited college or university; Master degree desired

Credential:

Possession of a valid California credential, or equivalent

Experience

1. Minimum of five years of effective instructional experience in K-12 institutions
2. Demonstrated ability to improve student learning and achievement
3. Experience in providing professional development, mentoring and/or teacher support
4. Experience working with diverse groups of stakeholders including certificated and classified staff, site administrators, parents, students, business partners, and community members
5. Experience in project planning and coordination

Knowledge, Skills, Abilities, and Personal Characteristics:

Strong coaching and facilitation skills; able to communicate clearly and concisely, orally and in writing, with multiple audiences; knowledgeable of current trends in educational research and effective, research-based instructional practices; adept at using various technology resources (multimedia presentations, digital media, productivity software, online resources, etc.) as instructional tools; able to develop project timelines and schedules, track progress, implement projects, and evaluate effectiveness; able to work within a diverse team and with a variety of district, community, and university partners.

Health

Physical and mental fitness to engage in teaching service as certified by a licensed physician, surgeon, or medical officer (CA Education Code Section 44839); evidence of freedom from active tuberculosis (CA Education Code Section 49406).

WORKING CONDITIONS

Work Environment:

Indoor classroom environment; continuous contact with staff, students, and the public; may drive a vehicle to conduct work.

Physical Characteristics: (with or without the use of aids; consideration will be given to reasonable accommodation)

Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and in addressing groups; physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions; sufficient vision to read printed material; sufficient hearing to conduct in-person and telephone conversations; sufficient physical mobility to move about the district and drive a car.

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Adopted: August 11, 2015