

## PERSONNEL

### **TEACHER ON SPECIAL ASSIGNMENT (TOSA) Certificated Salary Schedule 01**

#### **DEFINITION**

Under administrative supervision, the Teacher on Special Assignment (TOSA) provides direct support to the principal, teachers, and counselors through coaching and instructional support to classroom teachers and school sites; provides leadership in the planning, coordination, and implementation of a subject area, special project, or grade level instructional program; develops and delivers professional development on a variety of cross-disciplinary topics; coordinates with the principal to implement and support effective learning environments and student behavior interventions.

#### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Assists in the planning and implementation of school plans, programs, and organizational procedures for the academic achievement, health, safety, discipline, and conduct of students
2. Participates in collaborative grade level, PBIS, and school/district meetings to assist in the analysis and utilization of assessment data to improve student achievement
3. Conducts non-evaluative classroom observations to provide constructive feedback and support for the continued growth and development of all teachers
4. Models lessons to help teachers develop and refine instructional strategies and lesson development to support instruction and learning. Meets regularly with the principal to review student data and assess students' progress
5. Supports classroom and school wide behavior expectations for effective learning environments
6. Communicates with parents through a variety of means
7. Meets with parents to discuss the individual student's needs and progress
8. Collaborates and consults with the Principal, teachers, support staff, parents, and various community agencies to support students; uses instructional and behavior assessment and behavioral support tools
9. Communicates effectively with students, staff, and community
10. Performs a variety of non-instructional duties, including curriculum and instructional development, professional development, student supervision, and advisory and consultation activities
11. Partners with the principal on the general operations of the school
12. Serves as LEA Representative at IEP, 504, and SAT Meetings.
13. Serves as the primary administrative designee
14. Other duties as assigned

#### **DISTINGUISHING CHARACTERISTICS**

The TOSA serves outside of the classroom setting for assignments as determined by the needs of the district. Specific areas of assignment typically include, but are not limited to, teacher support, student support, and curriculum and program development. TOSAs, as professional educators, are culturally responsive and demonstrate qualities and personal characteristics that include caring, respect, high expectations, motivation, perseverance, enthusiasm and dedication.

#### **MINIMUM QUALIFICATIONS**

Appropriate California Teaching Credential/CLAD  
Minimum of five (5) years of classroom teaching experience

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Expertise in specific areas (Math, Language Arts, Reading, etc.) TOSA may be assigned to work in specific content area but have entire site responsibilities

Incorporated within one or more of the previously mentioned essential qualifications of this job description are the following:

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|----------------------------------|---|
| 1. Seldom = Less than 25 percent | 3. Often = 51 – 75 percent  |
| 2. Occasional = 25 – 50 percent  | 4. Very Frequent = 76 percent and above   |
| <u>3</u>                         | a. Ability to sit for extended periods of time.   |
| <u>3</u>                         | b. Ability to stand for extended periods of time and ascend and descend steps.  |
| <u>4</u>                         | c. Ability to see for the purpose of reading laws and codes, rules and policies, and other printed matter and observing students. |
| <u>4</u>                         | d. Ability to hear and understand speech at normal levels.  |
| <u>4</u>                         | e. Ability to communicate so others will clearly understand a normal conversation.  |
| <u>3</u>                         | f. Ability to bend and twist, kneel and stoop.  |
| <u>2</u>                         | g. Ability to lift 50 lbs.  |
| <u>1</u>                         | h. Ability to carry 25 lbs.   |
| <u>3</u>                         | i. Ability to reach in all directions.  |

## TERMS OF EMPLOYMENT

1. Current DOJ and TB clearances

Adopted: May 25, 2021

Revised: April 19, 2024