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| <b>Teacher on Special Assignment (TOSA) Job Description</b> |
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**Definition:** Under the direction and supervision of the site principal, the TOSA will work with the site's classroom teachers through supplemental support, staff development, and on-site coaching to enhance instruction, effective instructional strategies, and improve student achievement. The TOSA will also serve on the site Leadership Team, and assist the principal to plan, monitor, and evaluate the instructional program; provide intervention for students, including discipline and attendance as necessary; and perform related duties as required.

**Responsibilities:**

- Assists the Principal in advocating, facilitating, and monitoring strategies that improve student achievement.
- Works with teachers and administrators to develop a curriculum and instructional plans.
- Provide instructional and technical support to the school community in the full implementation and evaluation of the School Improvement Plan.
- Provide on-site staff development and instructional coaching support to ensure that all teachers are knowledgeable about effective instructional strategies and program components, and understand the accountability aspects of the school.
- Provide supplemental support and assistance to all classroom teachers through:
  - Analysis of data
  - In-class coaching
  - Demonstration lessons/modeling
  - Professional development
  - Classroom observations
  - Grade-level and department collaborations
- Assists teachers in maintaining a classroom atmosphere/environment conducive to learning and highest student achievement.
- Develops and communicates long and short-term department plans and goals, and assessment of these goals.
- Maintains and monitors an information system that supports department goals.
- Assist the site principal with setting goals for improved instruction and monitoring of student achievement; and ongoing monitoring student achievement data to inform instructional decisions and program design.
- Serve as a resource person to ensure program goals meet the specialized needs of students.
- Provide appropriate intervention for students in need of academic support.
- Participate as a member of the site Leadership Team to plan, monitor and evaluate the instructional program and student achievement/success.
- Work with federal and local programs and grants.
- Adheres to federal, state, local and board rules and regulations.
- Assumes other reasonable and equitable job-related duties as assigned by the immediate supervisor.

**Skills:**

- Knowledge of all school improvement requirements.
- Ability to interpret data.
- Ability to prepare, maintain and audit complex reports.
- Excellent oral and written communication skills.
- Ability to work effectively and collaboratively with administrators, faculty, staff, students and external entities to raise the academic performance.
- Strong project management skills, ability to handle multiple priorities, and detail-oriented.
- Ability to work in a fast-paced, high-performing, and at times, unpredictable environment.
- Strong organizational skills.
- Highly proficient and skilled in multiple computer applications and statistical software necessary to do the job well, including but not limited to Excel and Word.
- Ability to work with individuals with various diverse backgrounds, social circumstances, and abilities.
- Demonstrate strong work ethic, accept responsibility, and the ability to be self-motivated.

**District Minimum Requirements:**

- Possession of a valid Teaching or Administrative License.
- Ability to develop positive working relationships with students, parents, and teachers.

**Physical Requirements:** In a 7.5 hour day, employee may stand/walk 6-7.5 hours, sit 6-7.5 hours, drive 4-6 hours. Employee may use hands for repetitive single grasping, fine manipulation, and pushing/pulling 100 pounds maximum. Employee may bend, squat, lift frequently, and climb stairs occasionally.

**OTHER**

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

**Signature:**

**Date:**

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