

TEACHER ON SPECIAL ASSIGNMENT (TOSA) - EARLY LEARNING SUPPORT

Definition:

Under the direction of the Executive Director of Elementary Educational and/or designee, the Early Learning Support (ELS) Teacher on Special Assignment (TOSA) is responsible for leadership, planning, development, implementation, and support for the assigned program/curricular area/site.

Will be responsible for training, coaching and supporting early childhood (Preschool - 2nd Grade) teachers with implementing best practices for inclusion and core instruction. This role is critical in ensuring that all students, regardless of ability or background, have access to high-quality education.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Collaborate with early childhood (Preschool - 2nd Grade) teachers to provide ongoing support and professional development on best practices for inclusion and core instruction.
- Assist teachers in developing and implementing differentiated instruction to meet the needs of all learners.
- Help teachers to identify and address learning barriers and provide strategies to support students with diverse learning needs.
- Work with teachers to develop and implement effective classroom management strategies to create a safe and inclusive learning environment for all students.
- Support teachers in the use of evidence-based instructional practices and assessments to improve student learning outcomes.
- Collaborate with district and site administrators to design an individualized plan for each school that is focused on creation of an MTSS system that supports all students
- Participate in regular meetings with school leaders and other instructional coaches to discuss student progress and share best practices.
- Observe lessons, provide feedback, share researched-based strategies and resources , model lessons in classrooms, help teachers plan instruction, create system-wide policies and procedures, and facilitate professional development.
- Mentor teachers/teaching assistants/instructional assistants in adopting education programs and instructional procedures to promote inclusion.
- Provide onboarding support for new department staff
- Locate materials and equipment needed by various teachers to address the diverse needs of students.
- Serve as an analyst in modifying and adapting curriculum and instruction to facilitate inclusion.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Individuals with Disabilities Education Act Law
- Notice of Procedural Safeguards for Special Education
- California State Standards primary grades
- CA Preschool Learning Foundations
- Desired Results Developmental Profile (DRDP) domains, principles
- Universal Design for Learning (UDL)
- Preschool inclusive practices and continuum of services
- Special education information system
- Methods, techniques and strategies pertaining to teaching and instruction of preschool - grades 3
- The principles of staff development
- Principles of behavior management
- Effective strategies for English language learners

Ability to:

- Support the use of current research and theory in the instructional program
- Ability to support the planning and implementation of lessons based on program objectives and the needs and abilities of students
- Present model lessons
- Support behavior management strategies aligned with current research strategies
- Demonstrate skill in oral and written communications
- Perform duties with awareness of all District requirements and Board of Education policies
- Analyze situations accurately and adopt an effective course of action
- Work independently with little direction and confidentially with discretion
- Excellent communication and interpersonal skills, with the ability to build positive relationships with teachers, students, and families.
- Strong organizational and time-management skills with the ability to manage multiple priorities and meet deadlines.

Education and/or Experience

Any combination equivalent to: bachelor's degree and all courses to meet credential requirements. Minimum of five years successful classroom teaching experience preferred.

Credential

- Valid California Credential authorizing service in grade levels and areas assigned.
- Valid driver's license.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. There may be some compensated summer work required.

5/10/23