

**TEACHER ON SPECIAL ASSIGNMENT (TOSA)
INDUCTION PROGRAM****DEFINITION:**

In assigned area, and under general supervision, facilitate and provide leadership for the implementation of standards, curriculum, and effective instructional practices; provide coaching and support for staff at various sites within the Induction Program; provide leadership in District and program initiatives; plan and deliver professional learning and staff development; curate, develop and present resources and materials to support curriculum and instruction.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Plan and administer all aspects of standards implementation, including professional development, site communication, and classroom teacher support
- Support classroom instruction and model effective mentoring practices for staff as needed
- Develop materials to meet a wide range of staff and student needs
- Utilize technology to create presentations and resources, collect and interpret data, and communicate with program participants
- Provide staff development and professional learning for staff
- Coach and support staff as needed in the implementation of standards, curriculum, instructional practices and intervention strategies
- Coordinate with mentors and other staff in providing professional development and support staff as needed
- Follow current research and incorporate research into staff development and professional learning
- Participate in professional learning opportunities
- Attend meetings and act as liaison with program leadership, Support Providers, and Participating Teachers
- Facilitate committee work related to content area
- Coordinate and support special events, competitions, and extra-curricular activities
- Support and coordinate the implementation of initiatives and pilot programs
- Ensures compliance with Federal and State regulations, guidelines, and laws
- Plan, create and facilitate trainings and meetings
- Prepares reports as needed
- Other duties as needed

QUALIFICATIONS GUIDE

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. Participate in program and/or District committees.

EDUCATION/EXPERIENCE:

Any combination equivalent to: master's degree in counseling, psychology, social work or related field and three years experience working with families or school age children in an educational, individual or family therapy services setting. Experience working with "at risk" students preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C Driver's License
- Valid California Clear Credential authorizing service in grade levels and areas assigned
- Successful teaching experience totaling at least five years is preferred. Experience planning and presenting to larger groups recommended. Effective Support Provider experience of at least three years preferred.

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 20 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.

The noise level in the work environment is usually moderate.

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