



Irvine Unified School District

TEACHER ON SPECIAL ASSIGNMENT (TOSA) ELEMENTARY TK-6

DEFINITION

Under the direction of the principal, Act as a resource to IUSD staff to support curriculum development, teacher development, and instructional programs designed to enhance student achievement.

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

- Provides learning experiences and teaches the course of study prescribed by the District approved curriculum.
- Develops and uses instructional materials suitable for verbal and/or visual Instruction of students with wide range of mental, physical and emotional maturity.
- Provides individual and group instruction designed to meet individual needs and motivate students.
- Establishes and maintains standards of student control required to achieve effective participation in all activities.
- Evaluates academic and social growth of students and keeps appropriate records.
- Provides appropriate instruction and activities for students to meet school/District policies, goals and objectives.
- Communicates with parents through a variety of means.
- Holds parent conferences to discuss the individual student's progress and interpret the school program.
- Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude and learning problems.
- Creates an effective environment for learning through functional and attractive displays such as bulletin boards, interest centers, etc.
- Maintains professional competence through in-service education activities provided by the District and/or professional growth activities and university courses.
- Participates cooperatively with the appropriate administrator to develop the method by which s/he will be evaluated in conformance with District guidelines.
- Selects and requisitions instructional materials; maintains inventory records.
- Cooperates in school-wide supervision of students during out-of-classroom activities
- Participates in faculty and/or District committees and the sponsorship of student activities.
- Performs a variety of non-instructional duties, including curriculum and instructional development, professional development, student supervision, and advisory and consultation activities.
- Assists in providing support to certificated and classified staff members; motivates employee performance and enhances morale.

- Assists in the planning and implementation of school plans, programs, and organizational procedures for the academic achievement, health, safety, discipline, and conduct of the students.
- Maintain effective community relations; assist in communicating to parents regarding all phases of the educational program; assist the principal in carrying out a program of community relations.
- Serve as the chief administrative designee in the absence of the principal.

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.

EDUCATION

Bachelor's degree including all courses to meet credential requirements.

CREDENTIAL

Valid California Credential or license authorizing service in grade levels and areas assigned.

ABILITY TO:

Communicate effectively, verbally and in writing; establish and maintain positive working relationships; plan, organize and coordinate the management functions and activities of an elementary school; demonstrate outstanding leadership; be flexible; analyze and define problems and issues, collect data, establish facts, and draw conclusions to develop appropriate solutions; understand and carry out directions with minimal accountability controls; manage multiple tasks; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. This position requires locomotion, communication ability to perceive the environment.

EXPERIENCE

Successful teaching in an elementary or K-8 school; experience in the area of elementary and/or TK-8 curriculum; site or district level leadership desirable.

PERSONAL QUALITIES:

Appearance, grooming and personality which establish a desirable example for students. Ability to meet District standards for physical and mental health. Above-average recommendations from student teaching supervisors and other professionals who have observed the characteristics, scholastic attainment and classroom performance of the teacher.

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. While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually quiet.

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