



IRVINE UNIFIED SCHOOL DISTRICT

TEACHER ON SPECIAL ASSIGNMENT (TOSA)- CURRICULUM AND INSTRUCTION

DEFINITION

In assigned content area, and under general supervision, facilitate and provide leadership for the implementation of content standards, frameworks, curriculum, and effective instructional practices; provide coaching and support for staff at various sites; provide leadership in District and site 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:

- Plan and administer all aspects of content standards and frameworks implementation, including professional development, site communication, and classroom implementation
- Oversee implementation of curriculum frameworks and content standards including vertical and horizontal articulation
- Support classroom instruction and model effective practices for staff as needed
- Develop materials to meet a wide range of staff and student needs
- Support the selection and implementation of instructional materials including textbook adoptions
- Support assessment programs and the effective use of multiple inputs/measures to inform instruction and learning
- Assist in the collection, interpretation, and application of data and assessment results to inform instructional practices and improve student learning
- Provide staff development and professional learning for staff
- Provide support for collaboration between various groups
- Coach and support staff as needed in the implementation of frameworks, content standards, curriculum, instructional practices and intervention and differentiation 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 District, County, and State groups
- Facilitate committee work related to content area
- Coordinate and support special events, competitions, and extra-curricular activities, including those with non-IUSD organizations.
- Support and coordinate the implementation of initiatives and pilot programs
- Ensures compliance with Federal and State regulations, guidelines, and laws
- Prepares reports as needed
- Other duties as needed

QUALIFICATIONS 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. Participate in faculty and/or District committees.

CREDENTIAL

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

TRAINING AND EXPERIENCE

Successful teaching experience totaling at least five years is preferred. Experience planning and presenting to larger groups recommended.

EDUCATION

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

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.
- The noise level in the work environment is usually quiet.