



## **Teacher on Special Assignment Administrative Intern**

### **DESCRIPTION:**

The teacher on special assignment (TOSA), serving as Administrative Intern, and under the supervision of the Assistant Superintendent of Educational Services, provides assistance to district principals who are assisting in a district capacity. The primary functions of this position will be to provide managerial and supervisory support in the general operation of schools and to give administrative experience to prospective school administrators. The TOSA Administrative Intern will assist site principals in leadership roles that may encompass school functions, assist with the supervision of the instructional program, and participating in staff, student and parent activities. The TOSA Administrative Intern will serve as Administrative Intern 100%.

### **ANNUAL APPOINTMENT:**

Teachers accepting an intern position are on an annual basis.

### **RESPONSIBILITIES:**

To provide assistance to principals (as assigned) in such areas as:

- Establishing and maintaining standards of student behavior
- Monitoring procedures designed to ensure student safety and security
- Monitoring the instructional program
- Reviewing student progress, assessments, and report cards
- Consulting and working with teachers to help struggling students (RtI/SST)
- Attending IEP meetings as the administrative designee
- Working with parents to respond promptly to their inquiries, concerns, and needs
- Attending and facilitating school committees such as SSC, PTA, or ELAC
- Performing other administrative duties as assigned

### **QUALIFICATIONS:**

- Valid California Administrative Credential or currently seeking an administrative credential
- Valid CA Elementary Teaching Credential or Pupil Personnel Services Credential
- Master's degree or higher preferred
- Demonstrated leadership qualities
- Demonstrated understanding of curriculum and instruction
- Commitment to professional growth and school improvement
- Minimum of five successful years of experience in K-6 education

### **SKILLS AND QUALITIES SOUGHT:**

- Enthusiastic, a good sense of humor, and a realistic perspective
- Positive interpersonal skills

- Professional and personal integrity
- Ability to communicate openly and effectively, resolve conflict, and use a variety of decision-making processes
- Problem solver, open to divergent opinions and able to secure meaningful involvement of staff, parents and community
- Active listener with commitment to the District and the District vision
- Ability to assess effectiveness of programs, instructional strategies and techniques
- Able to adjust as needed, encourages creativity, supports risk taking and accountability
- Flexibility and willingness to work at multiple sites

**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, and talk or hear. Specific vision abilities required by this job include close vision, distance 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 moderate.

9/25/13

Revised: 8/11/2015