



## **OPE Teacher on Special Assignment (TOSA)**

### **JOB SUMMARY**

Under the direction and supervision of the site principal, the site Teacher on Special Assignment (TOSA) supports K-6 teachers and student learning by developing curricula that integrates Science, Technology, Engineering and Math (STEM), Next Generation Science Standards (NGSS), the use of technology and 21<sup>st</sup> Century Skills, coordinates staff development, and supports the use of Makerspace to support teaching and learning.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Works directly with the principal and site staff in the development, implementation, and evaluation of STEM initiatives and NGSS curriculum
- Develops, evaluates and recommends new or expanded programs and curricula in STEM education for grades K-6
- Assists with teacher website creation and maintenance
- Organizes, develops, and provides trainings for staff related to STEM integration in the classroom
- Schedules, coordinates and/or provides training for use of the Makerspace
- Creates a follow-up plan to ensure implementation and best practices in NGSS classroom implementation
- Shares and presents information, best practices and implementation plans for staff.
- Provides technical assistance to resolve minor site technology problems
- Maintains and updates the school website
- Works closely with EUSD Director of Instructional Technology
- Models lessons and provides peer coaching
- Performs other duties as may be assigned

### **QUALIFICATIONS**

#### **Knowledge of:**

- Common Core State Standards
- Next Generation Science Standards
- STEM education
- Lesson design using data to determine instruction
- Curriculum and effective teaching practices
- Evaluation and assessment practices
- Modern office methods, equipment and procedures
- District operations, policies, rules and regulations

**Ability to:**

- Develop and maintain effective working relationships with staff, administrators, vendors, and community members
- Work collaboratively with peers and administrators
- Communicate effectively, in oral and written form
- Ability to prepare and present staff development

**Education, Licenses and Other Requirements:**

- Possess valid California Teaching Credential

**Experience:**

- 5 years successful teaching experience

**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 talk or hear. The employee frequently is required to use hands to finger, handle or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop, kneel, crouch or crawl.

**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. The noise level in the work environment is usually moderate.

Approved: