



TEACHER ON SPECIAL ASSIGNMENT (ToSA) - MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

Job Description

DEFINITION:

Under the direct supervision of the site administrator and in collaboration with the Coordinator of Enrichment and Intervention Programs, coordinate and implement the district-wide Multi-Tiered System of Supports (MTSS) plan at the school site that includes academic, behavioral and social emotional support; provide support to site staff in running the targeted intervention program, and collaborate with district staff to ensure intervention programs are evidence-based, effective, equitable and implemented with fidelity.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensures all student interventions are evidence-based, targeted, provided with fidelity, culturally responsive, and developed and implemented equitably.
- Serves as a resource in identifying instructional strategies and interventions to improve achievement for all students.
- Develops and oversees systems to monitor progress of all students receiving intervention to ensure continued growth.
- Develops schedules for intervention services for students.
- Completes systematic data analysis to drive flexible groupings and decision making.
- Provides direct instruction with whole class, small groups and individual students.
- Consistently provides direct Tier 2 and/or Tier 3 instruction to student groups.
- Participates in EUSD equity committee work and provides on-site professional development related to equity.
- Attends Educational Services Department meetings with district level ToSA-MTSS team.
- Provides on-site staff development to ensure that all teachers are knowledgeable about ELA and Math instructional resources and instructional design.
- Conducts demonstration lessons to ensure that all teachers have been trained and supported in advanced levels of small group instructional delivery, and on Universal Design for Learning (UDL) practices.
- Assists intervention staff in preparation and pacing for instruction.
- Creates a site based intervention menu for ELA, math, behavior and SEL.
- Participates in collaborative grade level meetings and/or staff meetings to assist in the analysis and use of assessment data to improve student achievement.
- Assists grade level teams in setting goals for improved instruction.
- Meets regularly with the principal, Team Building, Regulation, Acceptance, and Community (TRAC) teacher, and school psychologist to review assessment data and to assess outcomes of established goals.
- Assists with behavior and restorative intervention supports.
- Schedules SST meetings in collaboration with the site principal.

- Participates in SST, 504 and IEP meetings, as necessary.
- Serves as school site state testing coordinator.
- Prepares forms, records, and assessments as directed.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Multi-Tiered System of Supports (MTSS)
- Culturally Relevant Pedagogy
- Universal Design for Learning (UDL)
- Elementary education
- California Common Core State Standards
- Academic interventions
- Digital and conventional reading and math assessments
- Adult Learning Theory
- Student behavior management techniques and strategies
- Data analysis
- Record keeping and record management
- Interpersonal skills using tact, patience, and courtesy
- Correct English usage, spelling, grammar, punctuations and arithmetic
- Modern office methods, equipment, and procedures

Ability to:

- Develop project progress reports and/or recommendations
- Plan and present professional development
- Apply organizational, critical thinking and analytical skills
- Communicate effectively, orally and in writing, to a variety of audiences
- Perform a variety of complex technical tasks involving use of independent judgment, with accuracy and speed
- Work independently with little direction
- Be flexible, patient, and work well under pressure
- Communicate availability of resources to school
- Maintain confidentiality and use discretion
- Proficiently operate computer and standard office equipment
- Maintain regular and consistent attendance

Education, Licenses and Other Requirements:

- Valid California Teaching Credential with appropriate authorizations.
- Bachelor's degree, including all courses needed to meet credential requirements.
- CLAD or BCLAD
- Administrative credential preferred

Experience:

- Three or more years of successful elementary classroom teacher experience working with students, including English Learners and students with diverse learning needs.
- Demonstrated skills working with at-risk students in an intervention setting.

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.

OTHER:

Possession of an appropriate, valid California driver's license and employee-provided transportation required.

Board Approved: May 4, 2021