

MONONA GROVE SCHOOL DISTRICT

Position Description

Position Title: Teacher on Special Assignment (TOSA)

Department/Location: Elementary School

Reports to: Building Principal

Employees Supervised: None

POSITION SUMMARY:

The Teacher on Special Assignment (TOSA) provides instructional and/or behavioral coaching for classroom teachers, supports the building principal's implementation of formative components of the Educator Effectiveness System, and provides leadership in school improvement initiatives.

PERFORMANCE RESPONSIBILITIES: This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Instructional Coaching:
 - a. Serve as an instructional and/or behavioral coach for teachers in the areas of instructional planning and delivery, formative and summative assessment, analysis of student data, and behavior management.
 - b. Model lessons, co-teach, observe lessons, and provide formative feedback to teachers.
2. Educator Effectiveness Coaching:
 - a. Support teachers in the development and implementation of Student Learning Objectives (SLO's) and Professional Practice Goals (PPG's).
 - b. Provide formative feedback on SLO's and PPGs during teachers' "off-cycle" years.
3. School Improvement Leadership:
 - a. Provide leadership in implementing building-level and district-level strategic initiatives, including differentiated instruction, culturally responsive practices, and PBIS.
 - b. Provide leadership in the analysis of school-wide and grade-level student data and instructional planning.

4. Present information at staff meetings and team meetings on professional development topics.
5. Serve on the PBIS team and may serve as the PBIS coordinator when needed. May act as a liaison with other building coordinators to ensure systemic approach to PBIS implementation.
6. Communicate with students, parents, and staff in a timely manner regarding student behavior, academic achievement, and attendance.
7. Collaborate regularly with TOSAs assigned to other buildings.
8. Supervise students as needed.
9. Support the principal with student behavior concerns as needed.
10. Serve as “Teacher in Charge” in the absence of the building principal.

Additional Job Functions

1. Participate in professional growth to improve skills related to the job assignment.
2. Perform other related duties as assigned by the building principal.

QUALIFICATIONS:

Experience, Training, and Licensure

1. Valid Wisconsin Department of Public Instruction Teaching License in the grade range of the building assignment required.
2. Valid Wisconsin Driver’s License required.
3. Minimum of five years of successful teaching experience as evidenced by exemplary performance reviews required.
4. Minimum of three years of successful experience in Monona Grove School District required.
5. Master’s degree in Education or closely related field preferred.
6. Administrative license preferred.
7. Training or experience with peer coaching or instructional mentoring preferred.
8. PBIS training preferred.

Knowledge, Skills, and Abilities

1. Excellent verbal and written communication skills.
2. Ability to use instructional technology in a variety of settings including peer coaching.
3. Ability to establish and maintain positive relationships with administrators, teachers, students, and parents.

WORKING CONDITIONS:

Work Environment

1. Indoor office environment.
2. Continuous contact with staff, students, and the public.

Physical Tasks

1. The person in this position needs to be able to move about inside the school to visit classrooms and attend meetings outside of his/her office.
2. The person in this position must be able to remain in a stationary position 50% of the time.
3. The person in this position must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
4. The person in this position must be able to converse with administrators, teachers, students, and parents, and must be able to exchange accurate information with such individuals.
5. The person in this position must be able to observe teachers in their classrooms.
6. The person in this position must be able to observe student behavior.

Disclaimer: This position description is subject to change at any time.

Board Approved: April 9, 2014