

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

District Instructional TOSA

Purpose of the Job

To provide coordination and facilitation of best practice in staff development, training, curriculum alignment, and on-going support for teachers with the goal of improving student achievement. The District Instructional TOSA will provide support to collaborative teams as they respond to the four critical questions of student learning.

Role and Responsibilities

Research and provide resources to staff in core content areas including:

- teaching strategies;
- curriculum
- academic intervention and systems
- standards
- assessment of student skills; and interpretation of assessment results
- differentiation, including remediation, enrichment and acceleration

Assist the appropriate director and/or lead portions of district work to:

- align curriculum
- provide guidance and support for Professional Learning Communities
- select materials and curriculum (adoption)
- select research based intervention materials
- create or select pacing guides
- create or select common assessments
- order and organize delivery or housing of materials

Research and provide information and guidance regarding a range of effective and innovative core content area practices through various activities such as:

- individual discussions (informal and formal);
- coaching sessions;
- demonstration lessons with pre- and post-discussion/analysis;
- study groups;
- staff meetings; and
- professional development programs

Qualifications

Education & Experience:

1. Master teacher with extensive training and successful experience in effective instruction in the classroom.
2. Successful experience in working collegially with teachers.
3. Successful experience as a staff developer is desirable.
4. Highly motivated, well-organized, excellent communicator.

Knowledge Skills & Abilities:

5. Ability to collaborate with staff on the analysis of instructional practice and student progress in core content areas.
6. Knowledgeable about current research on effective instructional strategies in core content areas instruction in the classroom.

Licenses, Certificates & Special Requirements:

7. Washington State Teaching Certificate

Reporting Relationship:

Reports to the Director of Teaching and Learning

Union Affiliation:

NKEA

FLSA Status:

Exempt

Salary Range:

NKEA salary schedule

Job #

Job History:

Created: 7/16/14

Immediate Supervisor

Date

Assistant Supt. of Human Resources

Date

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice.