



## ST. ANNE SCHOOL

### **JOB DESCRIPTION**

#### **Teacher on Special Assignment (TOSA) Literacy Development**

#### **RESPONSIBILITIES:**

- Acts as a role model of professionalism in a Catholic environment
- Supports the philosophy, policies, and goals of the school, as well as the decisions made by the Administration
- Ensures the health, safety, and welfare of all students
- Holds in strict confidence all matters pertaining to the school
- Adheres to all policies and procedures as outlined in the Parent/Student Handbook and Employee Handbook
- Attends faculty, departmental, grade level, and administrative meetings as needed

#### **DEFINITION:**

Under the direction of the Director of Curriculum and Instruction, the Teacher on Special Assignment (TOSA) will provide support to teachers and will assist in the development and implementation of curricular programming, assessment, instruction, and professional development focused on literacy development. Responsibilities include, but are not limited to, the following:

#### **DUTIES:**

- Teaches weekly lessons to students in our Early Child Development Center and grades K-5
- Works with faculty to design and provide resources and instruction to support class projects and the development of students' literacy skills with a focus on academic standards
- Assists academic administration in implementing and monitoring initiatives to improve student achievement
- Under the direction of academic leadership, provides instructional coaching to ensure that faculty are knowledgeable about effective instructional strategies and programs
- Assists the Head of School and Director of Curriculum and Instruction in setting goals for approved instruction and in using data to inform instructional decisions and program design
- Establishes and makes progress toward annual professional goals
- Prepares teaching outlines for courses of study following state content standards
- Differentiates instruction to meet the needs of diverse learners
- Ensures the health and safety of all students
- Participates in relevant professional development to stay abreast of education best practices
- Participates in the accreditation process of the school
- Assists in the ordering and management of language arts curricular materials
- Provides lunch/playground/carpool supervision as assigned
- Participates in all regularly scheduled faculty, division, department, and grade-level team meetings as well as inservice presentations, professional development workshops, and required school activities as outlined in the Employee Agreement

- Adheres to a professional dress code as outlined in the employee handbook
- Arranges for a substitute teacher and provides meaningful lesson plans when absent
- Maintains a professional attitude with students, parents, and other staff members

**QUALIFICATIONS:**

- Candidate must have Bachelor's degree
- Candidate must also have experience working with literacy curriculum development and instruction
- Teaching credential is mandatory
- Master's degree preferred
- A minimum of two years of teaching experience is preferable

**PREFERRED SKILLS:**

- Use of Mac/PC Platforms
- Use of SMARTboard technology
- Practicing Catholic

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

*The conditions herein 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 job functions.*

**Environment:** Work is performed primarily in a standard library setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a library setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction

**Hearing:** Hear in the normal audio range with or without correction

**Hours:** Ten months, Salary Exempt employee  
Required to be on campus 8:30 am–4:30 pm Monday through Friday

**Reports to:** Director of Curriculum and Instruction

This is a full-time exempt position. Full medical benefits and pension plan included. Salary range starting at \$52,000 to \$79,000 is commensurate with education and years of experience. Please send a cover letter, resume, and references to our Director of Human Resources, Melissa Vergara at [hr@st-anne.org](mailto:hr@st-anne.org).