



# TEACHER

## TEACHER ON SPECIAL ASSIGNMENT (FINE ARTS)

### JOB DESCRIPTION

**JOB TITLE:** Teacher - (TOSA) Fine Arts  
**REPORTS TO:** Director of Communications  
**LOCATION:** Education Support Services

**FLSA STATUS:** Exempt  
**PAY GRADE:** TCH  
**DAYS:** 188  
**JOB ID & DATE:** TCH-22 | September 2023

---

### JOB PURPOSE SUMMARY

The Teacher on Special Assignment (TOSA) - will be responsible for assisting in the coordination of the district's "Community School" efforts and serve to develop a district-wide fine arts program including setting the goals, expectations and criteria for success. This role will serve as the liaison between the district, industry experts, and community partners.

### REQUIREMENTS

#### Education Level Details

Bachelor's degree from an accredited college or university

#### License / Certification Required

Must possess or qualify for a Colorado Teaching License  
Fine arts or Music certification preferred

#### Work Experience Required

Five years teaching experience  
Experience working across schools, leadership levels, and content areas to build consensus and develop strategic plans.

#### Other Skills and Abilities Required

Knowledge of core academic subject assigned  
Knowledgeable of Colorado State Academic Standards  
Regular attendance is essential  
Must be knowledgeable about research-based, effective teaching practices  
Knowledge of national and state content standards and curriculum.  
Strong leadership and project management skills.  
Ability to effectively communicate and work collaboratively with diverse stakeholder groups including school administrators, teachers, students, parents, and community partners.  
Excellent organizational skills, with the ability to manage multiple priorities.

### EVALUATION

Performance will be evaluated annually in accordance with the provision of Adams County School District Board Policy, GCOA-Evaluation of Instructional Staff.

### ESSENTIAL TEACHER DUTIES AND RESPONSIBILITIES

#### Instructional Strategies

- Develop and implement lesson plans that fulfill the requirements of the district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations for differences in individual students. Design instructional activities which enhance the objectives and which reflect an interdisciplinary/thematic approach to teaching.
- Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students assigned and present subject matter according to guidelines established by the district, board policies, and administrative regulations.
- Conduct assessment of student learning styles and use results to plan instructional activities.
- Work cooperatively with Special Education, 504, CLDE, and Gifted and Talented teachers, coaches and specialists to modify curricula as needed to meet the instructional needs and IEP's for all students.
- Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
- Uses technology to strengthen the teaching/learning process

#### Student Growth and Development

- Knowledge of CTE programs, Talent Found, CCCS Standards, ICAP, and Colorado Career Cluster, and content specific standards
- Connect students to interest/passion career opportunities and coordinate learning opportunities for students on-and-off campus
- Be a positive role model for students and support mission of the school district.

#### Classroom Management and Organization

- Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manage student behavior in accordance with Student Code of Conduct / Student Handbook.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

#### Communication

- Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

#### Professional Growth and Development

- Participate in staff development activities to improve job-related skills.

#### Policy, Reports, and Law

- Comply with policies established by Federal and State law, State Board of Education rule, and local Board Policy.
- Perform other duties as assigned by the building Principal and the Superintendent of Schools.

### Budget Responsibilities

- Compile and maintain records of instructional materials and supplies.

### **TOSA SPECIFIC RESPONSIBILITIES**

#### Major Responsibilities

- Advise and provide support to teachers and school leaders in the arts and community outreach opportunities that could influence the themes, academies, and direction of the school district.
- Act as a liaison between district administration and campus based staff.
- Assist in the development and implementation of the PK-6 and middle school merger. Provide guidance and recommendations on the entire 5b initiative.

#### Community Schools

- Coordinate and coach district-wide community school efforts to ensure that schools provide a comprehensive array of community-based resources and partnerships to support academic success, positive physical and mental health, and family stability for all students.
- Provide insight and recommendations for community schools concerning campus staff morale, teacher parent relationships, parental engagement, themes, and school design.
- Assist in the identification and securing of services for students during the school day and possibly before and after school.
- Interviews students, parents, guardians and others to develop a profile of needs based on personal and family adjustments, finances, employment, food, clothing, housing, and physical and mental impairments to determine nature and degree of community needs.
- Maintains working knowledge of community resources and agencies and engages the appropriate resources to assist in the creation of a community in schools framework.
- Plan, organize, and implement program design to effectively meet the needs of the students and promote and expand the Community in Schools model .
- Monitor, evaluate and report on the effectiveness of community school efforts and arts programs.

#### Fine Arts

- Establish and formalize a district plan for fine arts including music, visual, and dance
- Coordinate the implementation of district art events
- Assist Fine Arts teachers with logistical and financial aspects of contests and competitions.
- Assist in the planning and providing of professional development, workshops, clinics and staff meetings to improve instruction and fidelity within the programs.

- Develop and implement outreach initiatives to increase community awareness of district arts programs.

**SUPERVISORY RESPONSIBILITIES**

Plan and assign work to instructional aide(s) and volunteer(s) and oversee completion.

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl.. The employee must regularly lift and/or move up to 40 pounds.

**Work Environment:** While performing the duties of this job, the employee will work primarily in a usual office or school environment. The Employee may be required to work from a remote location in the event of a district shut-down or other event.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_