



SAN MATEO UNION HIGH SCHOOL DISTRICT

CERTIFICATED JOB DESCRIPTION

JOB TITLE: DISTRICTWIDE SCIENCE
(Teacher on Special Assignment – TOSA)

REPORTS TO: Director of Curriculum and Assessment **SITE:** District Office

CLASSIFICATION: Certificated **WORK YEAR:** Teacher Work Calendar

SALARY: .4 FTE

APPROVED BY THE BOARD OF TRUSTEES: **EFFECTIVE DATE:**

JOB ESSENTIAL FUNCTIONS:

1. Works with District Science TOSA to develop revised common courses of study and curriculum maps in ONE of the three core content areas (Biology, Chemistry or Physics).
2. Provides support for Science teachers in core content area and departments as they work to fully implement the Next Generation Science Standards (NGSS) in area of expertise.
3. Collaborates with District Science TOSA in the facilitation of collaboration and professional development for District Science teachers with special attention to intervention and support best practices in the NGSS for high-priority students.
4. Facilitates the development of formative and summative assessments in area of content expertise, including beginning preparation for the new statewide science assessments.
5. Attends workshops and relevant professional development at the San Mateo County Office of Education and other educational agencies in order to facilitate and disseminate best practices in Science to teachers across the District.
6. Collaborates with other District TOSAs and administrative leaders as needed.
7. Meets periodically with Director of C & I for guidance, support and to share information.

Employment Standards:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Trustees, students, parents and the general public.

QUALIFICATIONS:

Education/Training Experience

- Single Subject Science teaching credential.
- Five or more years high school science teaching experience.
- Substantial commitment to and experience participating in professional learning activities.
- Experience leading or facilitating science curriculum development (desired).
- Knowledge and experience using a variety of effective instructional strategies including best practices in language and literacy development.
- Knowledge and proficiency effectively integrating technology into instruction.

- Experience with and/or previous training in developing culturally responsive pedagogy/ curriculum & instruction.
- An understanding of and commitment to *cultural proficiency*.
- An understanding of and effective strategies for formative assessment practices.
- Experience having led formal professional development/adult learning.
- Experience teaching classes for students performing below grade level and knowledge of the instruction needed to accelerate their academic progress.
- Demonstrated ability to lead collaborative efforts to improve student achievement.
- Knowledge and experience using various technology tools and software platforms such as Microsoft Office Suite including Excel; Google Docs; and Aeries.

OTHER REQUIREMENTS:

- Department of Justice fingerprint clearance.
- Evidence of Tuberculosis clearance.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable federal, state and local laws.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.