



**SAN MATEO UNION HIGH SCHOOL DISTRICT**  
**CERTIFICATED JOB DESCRIPTION**

**JOB TITLE:** **On-Site Independent Learning (OSIL) Content Leader  
(Teacher on Special Assignment – TOSA)**

**REPORTS TO:** Director of Curriculum & Assessment

**CLASSIFICATION:** Certificated **SITE:** District Office

**SALARY:** \$8,000 Stipend **WORK YEAR:** Teacher Work Calendar

**APPROVED BY THE BOARD OF TRUSTEES: April 21, 2022**

**EFFECTIVE DATE: July 1, 2022**

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**ESSENTIAL FUNCTIONS**

- Provide instructional leadership and support for OSIL programs and instructors of these programs.
- Attend District training, workshops, and collaborative meetings to engage in collaborative work with Instructional Leaders.
- Attend workshops and relevant professional development at the San Mateo County Office of Education and other educational agencies in order to stay current on recent developments in the content area.
- Attend scheduled Content Leader meetings and participate in regular check-in meetings to coordinate and receive support in task force development and work.
- Facilitate instructional task force and/or department chair meetings to address a problem of practice or make key instructional decisions.
- Provide outreach and communicate key expectations to newly hired teachers and/ or teachers new to our OSIL programs.
- Share and support new resources, professional development opportunities, state laws, and mandates with the credit recovery and independent study teachers and instructional leadership team.

**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 Education, students, parents and the general public.

**Qualifications (Minimum)**

**Education/ Experience**

- Valid Clear California Teaching Credential
- Five years or more of experience teaching at the secondary level
- Knowledge and experience using a variety of effective instructional strategies and engagement

strategies, including best practices in language and literacy development.

- Knowledge and proficiency in effectively integrating technology into 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.
- Knowledge and experience using various technology tools and software platforms such as Canvas, 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](#)

San Mateo Union High School District  
On-Site Independent Learning (OSIL) Content Leader (Teacher on Special Assignment (TOSA)) - Certificated Job  
Description

**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.