



ToSA – Dual Language Immersion and English Language Development Resource Teacher

JOB SUMMARY:

Under the supervision of the site administrator, assist with the implementation of the English Learner Master Plan; facilitate adhering to the guidelines listed in the EUSD Dual Language Immersion (DLI) Handbook, and provide instructional coaching and professional development.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Support the implementation of the English Learner Master Plan.
- Support the guidelines listed in the EUSD DLI Handbook.
- Support teachers in providing ELD (English Language Development) and SLD (Specific Learning Disability) and provide ELD/SLD directly to students when needed.
- Create intervention schedules in collaboration with the principal and support staff, such as MTSS (multi-tiered system of supports) ToSA.
- Serve as a resource in identifying appropriate instructional strategies and interventions to improve student achievement for all students.
- Participate in collaborative grade level meetings and/or staff meetings to assist in the analysis and utilization of assessment data to improve student achievement.
- Assist grade level teams in setting goals for improved instruction.
- Meet regularly with the principal and support staff, such as MTSS TOSA, to review assessment data and to assess the outcomes of goals established by grade level teams.
- Provide training and instructional materials to intervention staff members.
- Attend and provide professional development on best practices in DLI and ELD.
- Administer Spanish language assessments to incoming DLI students.
- Attend trainings for the English Language Proficiency Assessment for California (ELPAC) administration procedures.
- Assist with the administration of initial ELPAC throughout the year and the summative ELPAC in the winter.
- Support certificated staff with EL (English Learner) progress monitoring and reclassification.
- Facilitate and support English Learner Advisory Committee (ELAC) meetings.
- Facilitate parent involvement activities for multilingual learners.
- Prepare forms, records, and reports as directed.
- Attend meetings and trainings as directed.
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- California English Language Development Standards
- California Common Core State Standards
- Curriculum and effective teaching practices
- Second Language Acquisition
- Dual Language Immersion programs
- Response to Intervention models
- Evaluation and assessment practices
- Federal and state categorical programs
- Adult learning theory
- Federal and state accountability systems
- District operations, policies, rules and regulations
- Modern office methods, equipment, and procedures

Ability to:

- Coach and support staff members
- Plan and present professional development
- Apply organizational, critical thinking and analytic skills
- Analyze issues and create action plans including problem solving
- Develop and maintain effective working relationships with staff, administrators, and community members
- Work collaboratively with peers and administrators
- Communicate effectively, in oral and written form in English and Spanish
- Coordinate a variety of school-wide and community events
- Demonstrate interpersonal skills using tact, patience, and courtesy
- Maintain regular and consistent attendance

Education, Licenses and Other Requirements:

- Valid California Teaching Credential with appropriate authorizations
- Bachelor's degree, including all courses needed to meet credential requirements
- CLAD or BCLAD

Experience:

- Three years or more of successful elementary classroom teaching experience working with students, including English Learners and students with diverse learning needs.
- Demonstrated skills working with at-risk students in an intervention setting
- Bilingual preferred

WORKING CONDITIONS

Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Moderate noise level
- Daily contact with district and/or school staff

Physical Abilities:

The physical demands described here 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 functions.

- Hearing and speaking to exchange information in person and on the telephone
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials
- Sitting for extended periods of time
- Standing for extended periods of time
- Bending at the waist, kneeling, or crouching
- Occasionally lift and/or move up to 25 pounds

OTHER:

- Possession of a valid California's driver's license and employee provided transportation required.

CLEARANCES:

- California Department of Justice (DOJ) fingerprint clearance
- Pre-employment physical examination and drug screen clearance
- Current negative tuberculosis (TB) clearance

Board Approved: May 21, 2024