



Job Description

POSITION TITLE: Teacher on Special Assignment English Learner (TOSA) #1089
County Operated Schools and Programs

SALARY PLACEMENT: Teacher Salary Schedule

MINIMUM QUALIFICATIONS – EDUCATION AND/OR TRAINING:

Possess a valid California Teaching credential with an ELA1 Authorization or CLAD certificate authorizing the teaching of departmentalized and/or designated English Language Development (ELD).

SUMMARY OF POSITION:

Under direct supervision of the Director, Alternative Programs the English Learner TOSA is responsible for providing designated ELD instruction to English learners, at multiple sites, using specialized techniques to meet individual and group needs of students who have been unable to succeed in established elementary and high school and/or continuation schools.

- Provides ELD instruction to English learners
- Oversees creation and implementation of benchmark assessments and instruction for all levels of ELD classes.
- Collaborates with site administrators and teachers to establish appropriate schedules for designated English Language Development.
- Demonstrates appropriate “best instructional practices” in classrooms where EL students are learning.
- Monitors and evaluates EL students’ progress.
- Devises and maintains student and staff records and reports necessary to the EL program.
- Maintains appropriate inventories of curriculum and assessment materials.
- Takes leadership role in the adoption, development or revision of EL curriculum for all EL students.
- Recommends adoption and use of varied instructional materials, including textbooks, reference books, kits, audio-visual aids and equipment for approved English learner programs.
- Acquires, recommends and develops teaching strategies and instructional materials to implement curricula in the area of English language development.
- Serves as an EL representative for content area curriculum projects.
- Assists with staff development programs in the area of EL programs.
- Collaborates with classroom teachers on effective ways to increase student achievement for English Learners (EL).
- Works with individuals and committees to continue development of appropriate EL programs.
- Works with the family engagement team to coordinate the parent component of the EL program.
- Assumes other duties and responsibilities as assigned by the Director/designee.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Assess individual student’s current level of functioning to determine needs.
2. Design and implement instructional programs to meet student’s needs.
3. Demonstrate knowledge of and utilize established curriculum.
4. Implement behavior management system to monitor individual student’s program and progress.
5. Establish and maintain channels of communication with home, school and related agencies as necessary to meet the needs of individual students.
6. Maintain acceptable health and safety standards.

7. Participate in activities designated to promote professional growth.
8. Observe legal mandates.
9. Directs assigned classified staff and volunteers.
10. Other related duties as assigned.
11. Must possess a valid CA driver's license and maintain proof of insurance.

PHYSICAL REQUIREMENTS:

1. Sit and stand for extended periods of time.
2. Exhibit manual dexterity to dial a telephone, to enter data into a computer, and to perform assigned classroom tasks using both hands.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal classroom levels and outdoors and on the telephone.
5. Speak in audible tones to that others may understand clearly in normal classrooms, outdoors, and on the telephone.
6. Physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.
7. This is an itinerant position and requires support of multiple school sites.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard classroom environment and outdoors as instruction requires. Comes in direct contact with students, SJCOE and district office staff, and the public.

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