

CERTIFICATED JOB DESCRIPTION

TEACHER ON SPECIAL ASSIGNMENT – EARLY CHILDHOOD EDUCATION

JOB SUMMARY:

Under the supervision of the Director of Early Childhood Education, the Teacher on Special Assignment – Early Childhood Education (“TOSA”) develops and facilitates professional development tools and resources to support Early Childhood Education teachers and students. The TOSA is an Early Childhood Education (ECE) teacher with experience and expertise in developing, adapting, and implementing curriculum for students in ECE (Transitional Kindergarten/PreK). Experience and expertise in implementing the essential elements of Early Education Classrooms is essential. TOSA shall provide the following types of support: direct, indirect, and/or technical. Direct support involves support provided to a student including modeling teacher/assistant instruction, direct instruction to student, in-class coaching and training of support staff, data collection, student assessment, etc. Indirect support occurs outside of the classroom and it may include providing guidance curriculum or instruction implementation, lesson planning, classroom management, collaborating with Special Education teachers and reviewing IEPs. Technical support is provided through professional development, coaching, modeling, etc. Experience and expertise in developing and leading professional development, coaching for instructional improvement and demonstrated leadership skills are required.

ESSENTIAL JOB FUNCTIONS:

- Consult, collaborate and coach general and special education teachers and paraprofessionals to support inclusive practices in the least restrictive environment for the purposes of informing and differentiating instruction for students with disabilities.
- Design and deliver professional development and coaching to enhance professional standards.
- Provide professional development to teachers in working within Early Childhood Education.
- Curriculum support– provide guidance to develop or create ELA, math and other academic curricular materials, support to differentiate lessons, and provide support of curricular materials through the use of technology.
- Behavior support and classroom management support – designs and assists with implementation of behavior strategies and collaborate with behavior teams if needed.
- Schedules: student, staff, and classroom scheduling support.
- Environmental: supporting teachers in creating environments to promote student success and high quality instruction that is age appropriate.
- Special assignments as assigned throughout the year.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

Credential:

- Multiple Subjects Credential.

Education:

- Bachelor's degree, including all courses to meet credential requirements.
- Preferred 2 years experience teaching in Early Education.

Certificated Salary Schedule:

BOARD APPROVED: 2/5/90

REVISION DATES: 10/4/05

1/19/10

09/13/23