

**CERTIFICATED JOB DESCRIPTION**

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**TEACHER ON SPECIAL ASSIGNMENT –  
SPECIAL EDUCATION**

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**JOB SUMMARY:**

Under the supervision of the Director of Special Education, the Teacher on Special Assignment – Special Education (“TOSA”) develops and facilitates professional development tools and resources to support special education teachers and students with disabilities (mild/moderate and/or moderate/severe). The TOSA is a special education teacher with experience and expertise in developing, adapting, and implementing curriculum for students with a variety of disabilities. Experience and expertise in implementing the essential elements of effective instruction is required. 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 on IEP writing, IEP meeting facilitation, lesson planning, classroom management, and coordinating the supplementary aides and services (accommodations and modifications) identified by the IEP. Behavior support and classroom management support. 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 paraprofessional special education staff (prompt fading/appropriate prompting, on the spot accommodations/modifications, access - using the environment or what is available to adapt/implement goals, fostering independence, implementing IEP goals, data collection, instructional strategies, etc.).
- Curriculum accommodations/modifications support– provide guidance to develop or create ELA, math and other academic curricular materials primarily through the use of technology.
- Behavior support and classroom management support – designs and assists with implementation of behavior strategies and BIP’s, i.e., support development of behavior goals, social narratives, etc.
- Schedules: student, staff, and classroom scheduling support.

- Environmental: supporting teachers in creating environments to promote student success.
- Special assignments as assigned throughout the year

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- **Credential:**  
Mild/Moderate Credential or Moderate/Severe Credential
- **Education:**  
Bachelor's degree, including all courses to meet credential requirements.

*Certificated Salary Schedule:*  
*BOARD APPROVED: 10/18/23*