

CERTIFICATED JOB DESCRIPTION

TEACHER ON SPECIAL ASSIGNMENT (TOSA) – EXPANDED LEARNING OPPORTUNITIES PROGRAM (ELOP)

JOB SUMMARY:

Under the supervision of the Coordinator of Expanded Learning Opportunities Programs (ELOP), the Teacher on Special Assignment – Expanded Learning (“TOSA”) develops and facilitates professional development tools and resources to support students and teachers in ELOP. The TOSA is a credentialed instructional teacher with experience and expertise in developing, adapting, and implementing curricula for all students, with an emphasis on unduplicated pupils. Experience and expertise in implementing the essential elements of effective instruction is required. The TOSA shall provide the following types of support: direct, indirect, and/or technical. Direct support involves direct instruction to student, support provided to a staff including modeling teacher/assistant instruction, 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 lesson planning, classroom management, and coordinating the supplementary aides including services (accommodations and modifications) identified by an IEP for students enrolled in the Expanded Learning Opportunities Program. Other indirect supports include behavior support and classroom management support for Expanded Learning. Technical support is provided through professional development, coaching, modeling, and other guidance. Experience and expertise in developing and leading professional development, collaborating for instructional improvement and demonstrated leadership skills are desired.

ESSENTIAL JOB FUNCTIONS:

- Consult, collaborate and guide 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 guidance to enhance professional standards with commitment to School Vision, Mission, and Goals.
- Provide professional development to paraprofessional education staff (prompt fading/appropriate prompting, 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 using technology.
- Behavior support and classroom management support – 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.
- Build and maintain relationships with parents, families, teachers, administrators, and community providers.
- Support program instructors and community providers with respect to monitoring and implementing the supervision of the day-to-day duties to ensure the operation of effective expanded learning programs for students.
- Support implementation for the recruitment, registration and placement of students participating in expanded learning programs.
- Support the development and ensure check in/out procedures for students are established and program paperwork is maintained, including attendance records, monthly program reports and submit timecards for processing.
- Create and maintain accountability systems for task and project completion.
- Support the coordination of program field trips and special events, including parent/guardian/community nights.
- Distribute required snack and submit related paperwork.
- Attend scheduled meetings and professional development.
- Special assignments for Expanded Learning as assigned throughout the year.
- Perform a variety of duties as assigned for the Expanded Learning Opportunities Program.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

Credential:

- Multiple Subject or Single Subject.

Education:

- Bachelor's degree, including all courses to meet credential requirements.

Experience:

- 5 years of successful teaching experience supporting unduplicated pupils.

Preferred (Not Required):

- Bilingual – BCLAD
- SPED – Mild / Mod
- Master's Degree

*Feaster Certificated Salary Schedule:
200 Calendar Days
FEASTER BOARD APPROVED: 4/17/24*