



RIVERSIDE UNIFIED SCHOOL DISTRICT
 3380 FOURTEENTH STREET
 RIVERSIDE, CA 92501
 (951) 788-7135

Posting Date: July 6, 2022
 Closing Date: July 17, 2022

**CERTIFICATED VACANCY ANNOUNCEMENT
 TEACHER ON SPECIAL ASSIGNMENT (TOSA) - PUPIL SERVICES
 (Mckinney Vento Expanded Learning Opportunity Grant Funded)**

POSITION AVAILABLE FOR 2022-2023 SCHOOL YEAR (2 YEAR TERM)

PRIMARY FUNCTION:

The primary responsibility of the TOSA for Pupil Services is to provide direct and indirect support services districtwide to students and their families who are experiencing difficulty with engagement. The Expanded Learning Opportunities TOSA analyzes data, evaluates program success and ensures that the goals and objectives for the department are met. The TOSA will assist in providing an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, and psychological growth.

ASSIGNED RESPONSIBILITIES:

- Collaborate with district and site leaders to ensure supplemental intensive support is provided to students at both the elementary and secondary level.
- Improve collective impact by working directly with site administrators, teachers, counselors, site contacts, and any existing service providers.
- Collaborate with site attendance staff to Identify students with chronic attendance.
- Analyze data to identify areas of strengths and areas for improvements and develop a plan to address needs
- Provide staff development in areas such as classroom management and culturally inclusive classroom climates using actionable, research-based strategies and practices.
- Provide professional development or training to sites upon request.
- Serve as a Liaison for Site Teams.
- Conduct home visits to engage families and students.
- Make presentations to different stakeholder groups to update program progress.
- Use the cycle of inquiry for a continuous improvement process.
- Attend all district meetings as directed.
- Progress Monitor the Expanded Learning Opportunity grant.
- Facilitate the documentation of interventions with Site Attendance Team members.
- Identify barriers to satisfactory student attendance.
- Other duties as assigned.

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| <p><u>ABILITY TO:</u></p> | <ul style="list-style-type: none"> ● Be a positive change agent with diverse groups across race, ethnicity, religion, gender, class, and sexuality ● Maintain professional and positive relationships with students, colleagues, administration and district personnel ● Coordinate activities with different stakeholder groups and facilitate productive partnerships and networks ● Utilize data management systems to access a variety of records and reports ● Read, interpret, apply, and explain rules, regulations, policies, and procedures ● Maintain confidentiality of sensitive information ● Prepare detailed and concise records, reports, and files ● Work independently with little direction ● Prioritize and complete multiple and competing tasks in a timely manner ● Operate a computer and job related equipment ● Communicate effectively both orally and in writing ● Maintain consistent, punctual and regular attendance |
| <p><u>PHYSICAL:</u></p> | <ul style="list-style-type: none"> ● Ability to push, pull, and transport instructional and/or presentation materials ● Ability to communicate so others will be able to clearly understand a normal conversation ● Ability to understand speech at normal levels ● Ability to bend, twist, stoop and reach ● Ability to drive a personal vehicle to conduct business |
| <p><u>MENTAL:</u></p> | <ul style="list-style-type: none"> ● Ability to organize and coordinate schedules ● Ability to analyze and interpret data ● Ability to problem solve ● Ability to communicate with the public ● Ability to read, analyze and interpret printed matter and computer screens ● Ability to create written communication so others will be able to clearly understand the written communication ● Ability to communicate so others will be able to clearly understand a normal conversation ● Ability to understand speech at normal levels |
| <p><u>ENVIRONMENTAL:</u></p> | <ul style="list-style-type: none"> ● Indoor – frequently ● Outdoor – occasionally ● Ability to work at a desk and in meetings of various configurations |

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| <p><u>EDUCATION AND EXPERIENCE:</u></p> | <ul style="list-style-type: none"> ● California Multiple Subject or Single Subject Teaching Credential with English Learner Authorization ● Minimum of three years of successful teaching experience at the elementary and/or secondary level <p><u>For information about credentialing, visit the California Teachers Commission website at: www.ctc.ca.gov</u></p> |
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| <p><u>SALARY:</u></p> | <ul style="list-style-type: none"> ● Placement on the January 1, 2022 Teacher on Special Assignment (TOSA) Salary Schedule \$62,701-\$112,507 ● 185 day work year and 8 hour work day |
| <p><u>APPLICATION PROCEDURE</u></p> | <p style="text-align: center;"><u>INTERNAL CANDIDATES ONLY</u></p> <ol style="list-style-type: none"> 1. A Request for Transfer must be on file for in-district applicants to be considered. 2. Click here for Application: Voluntary Transfer Google Form 3. Interested in-district applicants must contact Melissa Shaw, Human Resource Compliance Technician via email at mashaw@riversideunified.org to be placed on the Transfer/Interest List. 4. An updated résumé and current letters of recommendation are optional. <p>The Personnel Department emails the Interest Lists to school site(s) and selected applicants will be notified to appear for a site interview.</p> |

RIVERSIDE UNIFIED SCHOOL DISTRICT

IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER:

The Riverside Unified School District is committed to ensuring equal, fair, and meaningful access to employment and education services. RUSD does not discriminate in any employment practice, education program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of age, ancestry, ethnicity, parental status, pregnancy status, color, mental or physical disability, gender, gender identity, gender expression, genetic information, immigration status, marital status, medical information, nationality, race, religion, sex, sexual orientation, military or veteran status, political affiliation, retaliation, or association with a person or group with one or more of these actual or perceived characteristics, or any other basis prohibited by California state and federal nondiscrimination laws respectively. Not all bases of discrimination will apply to both education services and employment.

For any questions, concerns, or to file a complaint regarding discrimination, intimidation, harassment (including sexual harassment), bullying, or Title IX, contact your school site principal and/or the District's Compliance Officer and Title IX Coordinator: Raúl Ayala, Director of Pupil Services, 5700 Arlington Avenue Riverside, CA 92504, (951) 352-1200, or by email at rayala@riversideunified.org , and/or David Marshall, Resolution Officer, 3380 14th Street Riverside, CA 92501, (951) 788-7135, or by email at drmarshall@riversideunified.org.

Copies of RUSD's policies including Uniform Complaint Procedures, Sexual Harassment, Nondiscrimination, and Title IX Rights and Protection are available [HERE](#) and upon request.