



RIVERSIDE UNIFIED SCHOOL DISTRICT

**TITLE: TEACHER ON SPECIAL ASSIGNMENT (TOSA) -
Visual & Performing Arts (VAPA)**

WORK YEAR: 185 Work Days

EDUCATION AND EXPERIENCE:

- California Single Subject Teaching Credential with English Learner Certification
- Minimum of three years of successful teaching experience at the secondary level
- Valid California Driver's License

PRIMARY FUNCTION:

This assignment will be working as a Teacher on Special Assignment (TOSA) under the direction of the site administrator. The primary responsibility will be to collaborate with and support the VAPA programs.

AREAS OF RESPONSIBILITY:

- Demonstrate knowledge of District VAPA plan.
- Collaborate with community partners and local artist organizations to promote and enhance the VAPA program as well as seek opportunities for students to be involved in
- Support, collaborate, and represent the department at community events to ensure student's work is represented in the community
- Support the department in ensuring facilities are calendared
- Coordinate and plan open house, campus tours, special events, and galleries on and off campus
- Collaborate with the counseling team to ensure students are on-track academically - for both A-G and graduation status
- Maintain accurate records of VAPA program
- Assist and collaborate with department in recruitment of VAPA students
- Work with departments to analyze data and develop a plan that supports student learning including English Learners and other significant student groups.
- Support the vision and mission of the school and district.
- Work collaboratively with the site administrator/department manager to ensure implementation of district wide and school wide goals.
- Support school and District improvement initiatives.

- Support educational equity, engagement and motivation as it relates to academic performance and achievement of unduplicated students.
- Assist with the implementation of all state content standards and district-adopted materials to ensure fidelity of program.
- Plan activities that offer differentiated learning experiences based on the level and needs of all students.
- Engage in continuing professional growth and keep abreast of recent developments and practices in education.
- Support the department to ensure materials are ordered and inventoried
- Other related functions may be assigned.

Ability to:

- Work independently with little direction
- Maintain professional and positive relationships with students, colleagues
- administration and district personnel
- Operate a computer and job related equipment
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain current knowledge of applicable curriculum and school instruction related regulations
- Establish and maintain a variety of accurate record keeping and filing systems
- Communicate effectively both orally and in writing
- Maintain consistent, punctual and regular attendance
- Demonstrate flexibility and responsiveness

Physical:

- 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

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- 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

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations