



RIVERSIDE UNIFIED SCHOOL DISTRICT

**TITLE: TEACHER ON SPECIAL ASSIGNMENT (TOSA) -
SPECIAL EDUCATION**

WORK YEAR: 185 Work Days

EDUCATION AND EXPERIENCE:

- Valid California Education Specialist Instruction Teaching Credential - Mild/Moderate or Moderate/Severe
- English Learner Authorization
- Autism Authorization
- Minimum of three years of successful teaching experience in Special Education
- Must possess a valid California driver's license

PRIMARY FUNCTION:

The Special Education Teacher on Special Assignment (TOSA), under the direction of the Director of Special Education or designee, will assist Special Education Teachers with instructional support and classroom management strategies including IEP paperwork, meetings and procedures.

AREAS OF RESPONSIBILITY:

- Demonstrate knowledge of core curriculum content and pedagogy.
- Assist special education teachers with IEP procedures, timelines and official paperwork.
- Provide strategies and support to ensure implementation of effective classroom management for Special Education Teachers.
- Provide model lessons for Special Education Teachers.
- Gather and review appropriate resources to meet the individual needs of students.
- Organize and schedule staff development opportunities for Special Education Teachers.
- Collaborate with peers to enhance the instructional environment, build professional skills through participation in Professional Learning Communities, and modify curriculum or instructions to build and increase student achievement.
- Work with grade level teams/departments to analyze data and develop a plan that supports student learning.

- Work with grade levels/departments to provide support for English Learners and other significant subgroups.
- Support the vision and mission of the school and district
- Implement and provide assistance on the Guide for Instructional Design.
- Work collaboratively with the site administrator/department manager to ensure implementation of district wide and school wide goals.
- Support school and District improvement initiatives.
- Teach model lessons that focus on effective instructional strategies and differentiation.
- 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.
- Model how to effectively utilize and implement technology in the classroom.
- Assist teachers in providing or modeling effective strategies that focus on increasing student engagement and participation.
- Engage in continuing professional growth and keep abreast of recent developments and practices in education.
- Attend and/or plan parent meetings or trainings.
- Perform other related duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

Knowledge of:

- Principles, methods, techniques, strategies and trends in education, social and emotional needs for students with disabilities
- Identification procedures and special education assessments for students with disabilities
- Development of an instructional program to meet the identified needs of students with disabilities
- Evaluation and research techniques, strategies and procedures
- Curriculum and instruction programs beneficial to students with special learning needs
- Applicable sections of the State Education Code, Board and District policies, procedures and regulations.

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 configuration