



## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

**TITLE: TEACHER ON SPECIAL ASSIGNMENT – GOLDEN STATE  
PATHWAYS PROGRAM (GSPP) GRANT LEAD**

**WORK YEAR: 185 Work Days**

### **EDUCATION AND EXPERIENCE:**

- Bachelor's degree required (Master's degree preferred)
- Teaching credential required (CTE credential preferred)
- Secondary education experience and working with diverse groups and high-need populations preferred
- Minimum of five years of experience in education

### **PRIMARY FUNCTION:**

This assignment will be working as a Teacher on Special Assignment under the direction of the Coordinator, Career Technical Education (CTE), the Teacher on Special Assignment (TOSA) – Golden State Pathways Program (GSPP) Grant Lead, will work to meet the Nine Expected Outcomes set forth in each of the four distinct GSPP applications. The TOSA will support the strengthening of, or growth in the following programs: Applied Computer Sciences | Education & Child Development | Health Careers & Patient Care | STEM/Climate Change: Green Architectural Design | Green Automotive Technology | Green Residential & Commercial Construction | Modern Environmental Sustainability Solutions

### **AREAS OF RESPONSIBILITY:**

- Coordinate with district content specialists and CTE Department staff to develop an integrated course of study (to meet UC a-g requirements) and support career education in the GSPP courses and core content classes
- Oversee the facilitation of early college credit opportunities and/or create certificate pathways when appropriate
- Provide professional development to GSPP teachers to provide authentic work-based learning opportunities for students
- Collaborate with CTE Department and GSPP Instructional Assistants to provide integrated support services to students including career exploration, positive guidance and mentoring
- Establish industry connected pathways to support students to ensure content is aligned to relevant high-skill, high-wage, high-demand occupations

- Design clearly articulated pathways for students to enter, stay and complete the GSPP program, and then transition to postsecondary and/or the workforce in a timely manner
- Participate in advisory meetings, and collaboratively build GSPP pathways with district, CTE Department, educational partners input
- Sustain fiscal support of GSPP through alternative sources of funding
- Maintain data records, in collaboration with the CTE Coordinator, to meet grant requirements and the district's College Career Indicators
- Attend community events to promote CTE and GSPP pathways (including, but not limited to the annual College and Career Fair, Pathways to College and Career Readiness Conference, and the annual CTE Showcase)
- Plan professional development for GSPP teachers and other staff (including counselors and administrators) to support the program's implementation
- Coordinate with site principals for Demo Days/Nights, annual middle school programs, or elementary school Career Fairs as needed to promote GSPP programs
- Other duties as assigned

#### **Qualifications:**

- Experience as a successful career education advocate, with a strong understanding of California CTE Model Curriculum Standards, and Standards for Career Ready Practice
- Anticipates project needs and applies the Cycle of Inquiry to meet goals
- Utilizes a responsible and respectful approach in written and verbal communication
- Creates a positive culture by motivating a diversely skilled workforce to grow personally and professionally
- Proactively solve problems and embraces challenges as a part of the iterative process, and inspires students, teachers, counselors and others to problem solve
- Work flexible hours as necessary

#### **Ability to:**

- Principles of organization and management
- Educational technology
- Principles of effective coaching
- Support the mission, vision, and values of RUSD and the CTE Department
- Focus on improving student learning and academic success
- Facilitate collaborative projects or initiatives
- Work independently and proactively with minimal direction
- Anticipate problems and opportunities, and respond effectively
- Prepare written/oral reports and presentations; deliver as needed
- Demonstrate strong oral and written communication skills
- Build trusting relationships
- Develop robust teams
- 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 commute to various locations 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