



RIVERSIDE UNIFIED SCHOOL DISTRICT

TITLE: **TEACHER ON SPECIAL ASSIGNMENT (TOSA) -
African American Achievement**

WORK YEAR: **185 Work Days**

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Education (or any subject area), African American Studies or related field (Desired)
- California Teaching Credential with English Learner Certification/Authorization
- Minimum of three years of successful school site experience at the elementary and/or secondary level

PRIMARY FUNCTION:

The primary responsibility of the TOSA for African American Achievement is to provide direct and indirect support services districtwide to African American students and their families. The TOSA for African American Achievement analyzes data, evaluates program success and ensures that the goals and objectives for the department are met. The TOSA will provide an educational atmosphere where African American students have the opportunity to fulfill their potential for intellectual, emotional, physical, and psychological growth.

AREAS OF RESPONSIBILITY:

- Collaborate with district and site leaders to design a system within a system to ensure intensive support is provided to African American students at both the elementary and secondary level.
- Provide mentorship and intensive support for students
- Facilitate affinity groups to gather student and community voice
- Improve collective impact by working directly with site administrators, teachers, counselors, site contacts, and any existing service providers
- Work with staff and community members to highlight success stories of African American students.
- Analyze data to identify areas of strengths and areas for improvements and develop a plan to address needs for both African American students and Native American students.
- 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

- Streamline and establish a concentrated network on community partners and services to support students and families to address specific referrals for academic and/or social-emotional needs
- Develop and provide parent workshops along with parent participation opportunities across the district in partnership with Family Resource Center (FRC), Access and Community Engagement Department, Equity and Targeted Supports Department, and District African American Parent Advisory Council (DAAPAC)
- Conduct home visits to engage families and students
- Make presentations to different stakeholder groups to update program progress
- Use the cycle of inquiry for continuous improvement process
- Attend all district meetings as directed
- Other duties as assigned

Ability to:

- 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 current knowledge of African American research, ethnic studies, and diversity
- 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

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
- 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

Environment:

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