



TEACHER

TEACHER ON SPECIAL ASSIGNMENT (READ ACT)

JOB DESCRIPTION

JOB TITLE: Teacher - (TOSA) Read Act
REPORTS TO: Director of Academics
LOCATION: Education Support Services
FUNDING: This position is Grant Funded

FLSA STATUS: Exempt
PAY GRADE: TCH
DAYS: 188 | **CALENDAR B**
JOB ID & DATE: TCH-23 | May 2025

JOB PURPOSE SUMMARY

The Teacher on Special Assignment (TOSA) - READ Act will play a crucial role in the development and implementation of daily reading intervention strategies to improve reading proficiency and literacy skills among students. This position is dedicated to enhancing the reading curriculum, providing targeted support, and ensuring the success of the READ Act initiatives within the district.

REQUIREMENTS

Education Level Details

Bachelor's degree in Education or related field from an accredited college or university
Master's degree in Reading, Literacy, or a related field (preferred)

License / Certification Required

Must possess or qualify for a valid teaching license in the state of Colorado
Reading Specialist endorsement or certification (preferred)
READ Act Certification or receive within 30 days of hire.

Work Experience Required

Minimum of five years of successful classroom teaching experience
Demonstrated expertise in reading

Other Skills and Abilities Required

Deep knowledge of literacy development and reading assessment practices
Understanding of the READ Act and state literacy standards
Strong organizational and planning skills
Effective communication and collaboration skills to work with teachers, administrators, and parents
Commitment to staying current with best practices in reading instruction and research

FUNDING

This position is grant-funded and is dependent on the successful renewal of grants each year. Employment in this role is subject to the availability of grant funding. The district will make every effort to provide advance notice if funding is not realized.

EVALUATION

Performance will be evaluated annually in accordance with the provision of Adams County School District Board Policy, GCOA-Evaluation of Instructional Staff.

ESSENTIAL TEACHER DUTIES AND RESPONSIBILITIES

Instructional Strategies

- Develop and implement lesson plans that fulfill the requirements of the district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations for differences in individual students. Design instructional activities which enhance the objectives and which reflect an interdisciplinary/thematic approach to teaching.
- Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students assigned and present subject matter according to guidelines established by the district, board policies, and administrative regulations.
- Conduct assessment of student learning styles and use results to plan instructional activities.
- Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
- Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
- Uses technology to strengthen the teaching/learning process
- Plan and assign work to instructional aide(s) and volunteer(s) and oversee completion.

Student Growth and Development

- Showcase the academic performance of students.
- Conduct ongoing assessment of student achievement through formal and informal testing.
- Be a positive role model for students; support the mission of the school district.

Classroom Management and Organization

- Create classroom environments conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manage student behavior in accordance with the Student Code of Conduct / student handbook.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Communications

- Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

Professional Growth and Development

- Participate in staff development activities to improve job-related skills.
- Comply with the Colorado Department of Education, district, and school regulations and policies for classroom teachers.

- Attend and participate in faculty meetings and serve on staff committees as required.
- Assist in selecting books, equipment, and other instructional materials.
- Compile, maintain, and file all reports, records, and other documents required.

Policy, Reports and Law

- Comply with all applicable federal laws, including the Individuals with Disabilities Education Act (IDEA), and Title I and Title III program requirements (as applicable), along with other national regulations governing K–12 public education.
- Comply with all State of Colorado education laws and regulations, including the Colorado READ Act (if applicable), the Exceptional Children’s Educational Act (ECEA) (if applicable), and all standards and guidelines established by the Colorado Department of Education (CDE).
- Follow all relevant Board of Education policies and Adams 14 Operational Policies related to curriculum, instruction, assessment, safety, student services, and professional conduct.
- Adhere to district-level procedures and school-based expectations regarding instruction, family communication, data reporting, and school improvement planning.
- Perform other duties as assigned by the building principal or the Superintendent of Schools.

Budget Responsibility

- Compile and maintain records of instructional materials and supplies.

TOSA SPECIFIC DUTIES AND RESPONSIBILITIES

Major Responsibilities

- Collaborate with Tiew I teachers regarding the progress students are making in intervention
- Assist teachers in developing and monitoring manageable short term goal for students
- Support mainstream classrooms with rotations or centers
- Train staff on the development, implementation and monitoring of Tier II and Tier II interventions
- Monitor read plans
- Collaborate with school leadership and teachers to design, implement, and evaluate daily reading intervention programs tailored to meet the needs of struggling readers.
- Utilize research-based strategies and materials to improve students' reading skills.
- Analyze student data and assessments to identify specific areas of need and track progress.
- Offer training and professional development opportunities to teachers and staff on effective reading instruction and intervention strategies.
- Work one-on-one or in small groups with students who require intensive reading interventions.
- Create personalized reading plans for struggling readers and monitor their progress regularly.

- Collaborate with teachers and specialists to differentiate instruction for students with diverse needs.
- Collect and analyze data related to reading proficiency and intervention effectiveness.
- Generate reports to inform school administrators and district leadership about the impact of reading interventions.
- Contribute to the development and enhancement of the district's reading curriculum by identifying and incorporating evidence-based practices.
- Collaborate with curriculum specialists and teachers to align reading instruction with state standards.
- Foster partnerships with parents and the community to support reading initiatives.
- Organize family literacy events and workshops to encourage reading at home.

SUPERVISORY RESPONSIBILITIES

Plan and assign work to instructional aide(s) and volunteer(s) and oversee completion.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl.. The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment. The Employee may be required to work from a remote location in the event of a district shut-down or other event.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

TRANSPARENCY IN PAY AND BENEFITS

Adams 14 is committed to transparency in compensation and benefits and complies with Colorado's Equal Pay for Equal Work Act. We offer a competitive and comprehensive benefits package designed to support the health, financial security, and well-being of our employees.

Compensation for this position is **\$64,501** to **\$121,414** per year (2025-2026), based on verified experience and qualifications, and aligned with the Adams 14 salary schedule. This position is scheduled for **188** work days annually. Additional compensation opportunities may be available through stipends or supplemental assignments, depending on job responsibilities.

Benefits include: Paid Time Off (PTO), Medical, dental, and vision insurance plans, District contributions to Health Savings Accounts (HSA), Flexible Spending Accounts (FSA), Employee

Assistance Program (EAP) with free and confidential support services, Wellness and preventive care programs. Voluntary coverage options for life insurance, accidental death and dismemberment (AD&D), critical illness, cancer care, legal assistance, and accident insurance are available for all full-time staff.

Retirement and voluntary benefits include: Membership in the Colorado Public Employees' Retirement Association (PERA) and optional retirement savings plans including 403(b) and 457(b).

For more detailed information, please review the Adams 14 Employee Benefits Guide, available on the District website

Employee Printed Name: _____ Employee ID Number: _____
Signature: _____ Date: _____