



TEACHER

TEACHER ON SPECIAL ASSIGNMENT (FINE ARTS)

JOB DESCRIPTION

JOB TITLE: Teacher - (TOSA) Fine Arts
REPORTS TO: Director of Communications
LOCATION: Education Support Services

FLSA STATUS: Exempt
PAY GRADE: TCH
DAYS: 188 | **CALENDAR B**
JOB ID & DATE: TCH-22 | May 2025

JOB PURPOSE SUMMARY

The Teacher on Special Assignment (TOSA) – Fine Arts is responsible for supporting the development and coordination of a comprehensive, district-wide fine arts program. This includes establishing clear goals, expectations, and success criteria across visual and performing arts disciplines. The TOSA will serve as a key liaison between the district, schools, industry professionals, and community partners to expand access to high-quality fine arts experiences for all students. This role may also support integration of fine arts within broader district initiatives, including community school efforts.

REQUIREMENTS

Education Level Details

Bachelor's degree from an accredited college or university

License / Certification Required

Must possess or qualify for a Colorado Teaching License
Fine arts or Music certification preferred

Work Experience Required

Five years teaching experience
Experience working across schools, leadership levels, and content areas to build consensus and develop strategic plans.

Other Skills and Abilities Required

Knowledge of core academic subject assigned
Knowledgeable of Colorado State Academic Standards
Regular attendance is essential
Must be knowledgeable about research-based, effective teaching practices
Knowledge of national and state content standards and curriculum.
Strong leadership and project management skills.
Ability to effectively communicate and work collaboratively with diverse stakeholder groups including school administrators, teachers, students, parents, and community partners.
Excellent organizational skills, with the ability to manage multiple priorities.

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

- 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 RESPONSIBILITIES

Major Responsibilities

- Provide ongoing support and advisement to teachers and school leaders in the areas of fine arts and community outreach, including how these areas may influence school themes, academies, and the district’s overall direction.
- Serve as a liaison between district administration and campus-based staff to ensure alignment and effective communication.
- Support the development and implementation of the PK–6 and middle school merger, including guidance and recommendations related to the district’s 5B initiative and school redesign efforts.

Fine Arts

- Develop and formalize a comprehensive district-wide Fine Arts plan that includes music, visual arts, and dance across all grade levels.

- Coordinate and support the successful planning and implementation of district Fine Arts events, performances, and exhibitions.
- Assist Fine Arts educators with logistical and financial aspects of contests, competitions, and showcases.
- Plan and deliver professional development, workshops, and collaborative meetings to strengthen instructional quality and program fidelity in Fine Arts.
- Design and lead outreach efforts to increase community awareness, engagement, and support for district Fine Arts initiatives.
- Monitor, evaluate, and report on the effectiveness and growth of Fine Arts programming throughout the district.

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: _____