

# ONTARIO-MONTCLAIR SCHOOL DISTRICT

## TEACHER ON ASSIGNMENT (TOA)

### DEFINITION

Under the direct supervision of the site administrator, the Teacher-on-Assignment (TOA) will be responsible for working collaboratively with all stakeholders to promote student achievement by supporting students, parents, staff, and administration in accomplishing the instructional/operational goals and objectives as evidenced in the school plan.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plan, develop, facilitate, train, and support the implementation of site/district curriculum/program priorities and school-wide instructional strategies.
2. Plan, develop, implement, and evaluate site academic intervention programs.
3. Coordinate, plan, facilitate, conduct, summarize, manage, and maintain site assessment data (e.g. RI, Benchmark Assessments, CAASP, IAB, ELPAC).
4. Provide model lessons to classroom teachers, observe lessons, give constructive feedback, and assist teachers in collecting student achievement data and using the data to plan/enhance instruction.
5. Plan, develop, implement, and monitor incentive and support programs for school-wide, as well as, individual plans for student absenteeism.
6. Plan, develop, implement, and monitor programs which generate and support a positive school culture.
7. Plan and deliver individual and small group instruction to meet the individual needs of students.
8. Attend site and District professional development and meetings.
9. Assist the school as a resource for the planning, coordinating, staff development, identification, implementation, and support of students (e.g. social, emotional, physical, academic) utilizing site and District programs/frameworks (e.g. PBIS, MTSS, Restorative Practices, P4SS, SST Meetings, Case Management, Counseling Referrals, Parent Outreach).
10. Attend site leadership, grade-level, and department meetings and assist in developing/supporting short and long-term goals.
11. Assist site leadership with accomplishing essential site deliverables.

## QUALIFICATIONS

### Knowledge of:

- Curriculum and content standards;
- Scientifically based research (SBR) instructional strategies;
- Principles, methods, techniques, strategies and trends in effective staff development and coaching methods;
- Programs/Frameworks, including but not limited to, MTSS, PBIS, GATE, ELD, AVID, STEM, VAPA, and Special Education;
- Principles, methods, techniques and strategies designed for intervention programs;
- Accessing State and Federal legal mandates, Board of Trustee policies, District regulations, and guidelines;
- Assessments, evaluation techniques, strategies and procedures.

### Ability to:

- Provide consultation and technical assistance to staff concerning assigned areas of responsibility;
- Develop and present effective and efficient presentations for professional development or in-class lessons;
- Exercise judgment in making decisions, work independently, meet deadlines and schedules, maintain confidentiality, use discretion, establish and organize time with minimal supervision;
- Effectively organize, develop, conduct, and evaluate professional development/coaching activities;
- Analyze and assess school situations to accurately adopt an effective course of action;
- Communicate effectively in oral and written form;
- Work professionally, collaboratively, and effectively with administrators, staff, parents, students, and community;
- Analyze, organize, participate, and make recommendations in the assessment and evaluation of programs, protocols, and procedures;
- Operate latest technology, including basic and District office software/operating systems (e.g. Office, Word, Outlook, Excel, Google Drive, Q, SAM, Illuminate, P4SS, SWIS, Connect Ed, Eureka Math);
- Prepare and maintain various records, reports, and files.

## EDUCATION

Possession of a Clear California teaching credential. Certification acknowledging expertise in the field of English Language Development.

**EXPERIENCE**

Minimum of three (3) years successful classroom experience with students. Master of Arts, or higher, degree preferred. Completion of or enrollment in program for administrative services credential preferred.

**LICENSE REQUIREMENT:**

Possession of a valid California Motor Vehicle Operator's License.

**CONDITION OF EMPLOYMENT:**

Insurability by the district's liability insurance carrier.

**TERMS OF EMPLOYMENT**

Work year – 184 days. Placement of the Teachers' Salary Schedule commensurate with experience and training, plus fringe benefit allocation.

**EVALUATION**

Performance of this job will be evaluated annually in accordance with provisions of Board Policy and the Collective Bargaining Agreement (CBA).

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, and use hands and fingers to handle, or feel objects, tools, or controls. The employee is occasionally required to sit and reach with hands and arms.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters with performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

**BOARD APPROVED:** December 12, 2019