JOB DESCRIPTION
Tahoe Truckee Unified School District

ACCOUNTABILITY MEASURES AND DATA SYSTEMS
Teacher on Special Assignment (TOSA)

Purpose Statement:

The Accountability Measures and Data Systems (TOSA) position provides support in developing, implementing, monitoring, and sustaining a comprehensive student data and assessment system that connects assessment to instruction and facilitates the use of assessment results to improve instruction and intervention.

Essential Functions

- Build and sustain relationships with the district and school staff
- Conveys and upholds the district vision of a culture of accountability which drives excellence and promotes the district vision of teaching and learning
- Provides support in developing, implementing, monitoring, and sustaining a comprehensive assessment system
    - Supports Curriculum, Instruction Assessment Coordinator in the coordination of state and local assessments
    - Conveys district communication about assessment progress and changes to all stakeholders in the district
    - Supports the continued development of MTSS (Tier One and Tier Two) districtwide and school wide assessments
    - Assists administrators and school staff in integrating district & school-wide assessments in schools
    - Assist with the on-going professional development of district staff in the use of district-wide reading assessment tools
    - Attend meetings as necessary for the development of district assessments
- Assists in the building of an effective district student data system
    - Engage in ongoing professional growth to increase knowledge of and proficiency in the use of the district student data system
    - Collaboratively trouble shoots issues with the district student data system with other district staff and departments as needed
- Supports the implementation of a comprehensive district student data system
    - Supports school site administrators and school site PLCs with timely progress monitoring
        - provides disaggregated data of assessment results to school sites
    - Collaboratively plan and provide professional development related to
        - data analysis
        - implementation of student data system tools
    - Collaborate in the analysis of data to support student learning and instruction
        - Integrate technology to support use of assessment results to improve instruction and intervention
- Use improvement science methods and current research to facilitate and support use of assessment results to improve instruction and intervention.

    - Support administrators and school staff in
        - integrating assessment practices in schools
        - continuous improvement cycles (PDSAs)
        - utilizing the district student data system
        - analysis of data to support student learning and instruction

- Supports the monitoring and on-going implementation of MTSS (Tier One and Tier Two) districtwide programs and procedures
    - Supports Curriculum, Instruction Assessment Coordinator in implementing initiatives specifically identified to improve the literacy of students who are SED
    - Participates on District Literacy Team (DLT) and assists with implementing district-wide /site-based improvement cycles
- Communicate and collaborate with other staff and school leaders to ensure a guaranteed and viable implementation of district initiatives
- Engage in ongoing professional growth to stay current with the research related to assessment, intervention, MTSS, teaching, and learning
- Participate in District Collaboration meetings and TOSA PLC meetings
- Engage in leadership activities such as district committees, trainings and articulations
- Other job-related duties as assigned and may include
    - composing a variety of documents
    - collecting, tabulating, and evaluating data
    - preparing and maintaining informational reports including data graphs for the use of school sites and district office staff
- other Job related duties as Assigned

Job Requirements & Skills

- Effective collaborative, interpersonal and team building skills
- Effective oral and written communication skills
- Ability to maintain cooperative working relationships with colleagues
- Ability to work effectively with adult learners
- Ability to meet schedules and timelines, and establish and maintain a positive team attitude
- Demonstrates respect for others
- Use strong interpersonal skills to build and maintain safe and supportive relationships with district and community stakeholders
- Experience/education in the Results Coaching Global Level 1 (preferred)
- Understanding of current research on effective instruction including but not limited to *The New Art and Science of Teaching*
- Knowledge of change process models including high-reliability schools framework and improvement science methods
- Understanding of Professional Learning Communities
- Knowledge of Multi Tiered Systems of Support (MTSS)
- Understanding of High School Graduation Requirements (preferred)
- Experience with student data systems tools

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience:

Minimum of five (5) years successful classroom teaching experience

Education:

Bachelor's Degree (required)
Master's Degree (preferred)
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Required Testing

Successful Completion of Pre-Employment Process

Additional Qualifications

Ability to travel to other sites/locations

Continuing Education/ Training

Training attendance at workshops as appropriate

Certificates & Licenses:

Valid California Teaching Credential
Valid Drivers License

Clearances:

Criminal Justice Fingerprints/Clearance
TB Clearance
Drug Screening

Supervision:

Curriculum Instruction and Assessment Coordinator

Salary Grade:

Certificated Salary Schedule

Work Year:

Teacher contracted year plus up to five (5) additional, optional work days in August prior to the start of the contracted year.