

TITLE: District Teacher on Special Assignment (TOSA):
HEARTS/Prime Time Expanded Learning Site
Coordinator

WORK YEAR: 186 Days

REPORTS TO: Site Administrator and the Expanded Learning Program
District Coordinator

BASIC FUNCTION:

Under the shared leadership of the Site Administrator and the Expanded Learning Program Coordinator, the Teacher on Special Assignment for the Helping Elementary Achievers Reach the Stars (HEARTS) Expanded Learning Program or Middle School Prime Time performs a variety of instructional, administrative, and supervisory tasks in support of the site based after school program. The TOSA participates as a member of the site student support system, acts as a liaison to Administrators, interacts with various District departments, other staff members, parents, and community regarding the Expanded Learning Program.

EDUCATION AND EXPERIENCE:

- Valid California Teaching Credential with English Learner Certification
- Minimum of two (2) years of experience as a successful teaching experience at the elementary and/or secondary level
- Proven ability to work effectively and collaborate with staff and community

DESIRABLE QUALIFICATIONS”

- Experience providing professional development
- Experience working with students with academic, social-emotional and/or behavioral needs
- Bilingual (Spanish) preferred

AREAS OF RESPONSIBILITY:

- Establish and implement practices related to the After-School Education and Safety program grant requirements.
- Recruit students and maintain enrollment numbers as specified by the grant.
- Coordinate project evaluation activities necessary to meet grant evaluation requirements. Participate in the review of individual and system outcomes and ongoing evaluation of program effectiveness.
- Maintain a variety of records and reports required by the State and/or the District.
- Coordinate, plan and implement a nutrition period, as well as an educational hour and enrichment hour connected to the school day that support academic, behavior and social-emotional development.
- Identify focus areas and appropriate curriculum for the Expanded Learning Program that align with its mission, vision, and goals, as well as District and school site goals.
- Use ongoing data to monitor student learning and to modify instructional focus and program goals.
- Coordinate and implement events to promote student and parent involvement in HEARTS/Prime Time Program.
- Develop strategies to communicate with staff, parents and the community regarding the program.
- Order, store, and secure supplies and equipment as needed and appropriate to support program activities; maintain an accurate accounting of that inventory.

- Supervise, coach, and provide professional development to ensure effective implementation of the program goals.
- Maintain a collaborative work environment with District staff, school site staff, and partner organizations.
- Participate in staff meetings, Student Success Teams, parent conferences and general parent orientation as appropriate.
- Attend a variety of meetings and professional development activities that focus on after-school programs, intervention, and enrichment.
- Participate in CPR and First Aid training.
- Safeguard campus during Expanded Learning program hours.
- Support/follow established school and District policies and procedures. Follow established procedures when reporting unusual situations or incidents.
- Adhere to the Code of Ethics of the teaching profession as described in the California Administrative Code, Title V, Education. Sections 5480, 5485, adopted by the State Board of Education April 10, 1970.
- Performs related duties as assigned within classification.

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 commute to various locations to conduct business

Mental:

- Ability to organize and coordinate schedules Ability to analyze and interpret data Problem solving 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 – occasionally
- Outdoor – frequently
- Ability to work at a desk, walk or stand for the duration of the program and sit in meetings of various configuration.