

TEACHER ON SPECIAL ASSIGNMENT (TOSA) – SPECIAL EDUCATIONJob Summary:

Under the direction of the Director of Special Services, the Teacher on Special Assignment (TOSA) – Special Education provides instructional leadership, coaching, and technical assistance to Education Specialists and site teams in support of high-quality instruction and equitable outcomes for students with disabilities. The TOSA supports the implementation of effective instructional delivery models, development of high-quality Individualized Education Programs (IEPs), facilitation of data-driven Professional Learning Communities (PLCs), and monitoring of compliance systems and timelines. The position also assists the Director of Special Services with district initiatives, site support, and special projects as assigned.

Required Qualifications:

- Valid California Education Specialist Instruction Credential
- English Learner Authorization
- Minimum of three (3) years successful experience teaching within the Corcoran Joint Unified School District Special Education Department or a comparable special education setting
- Demonstrates knowledge of IDEA, Section 504, and state and federal special education requirements
- Valid California Driver License and maintain insurability
- Criminal Justice Fingerprint Clearance
- Current TB Test

Essential Job Functions:Instructional Leadership and Coaching

- Provides job-embedded coaching and support to Education Specialists to strengthen instructional delivery and improve student outcomes.
- Models evidence-based instructional practices and inclusive service delivery models.
- Supports teachers in designing standards-aligned instruction and implementing specialized academic instruction.
- Facilitates Professional Learning Communities rooted in student data and continuous improvement.
- Collaborates with instructional coaches, site administrators, and district leaders to support high-quality first instruction for students with disabilities.
- Coaches and models IEP and 504 meeting facilitation

IEP Development and Compliance

- Provides support to Education Specialists in developing legally compliant and high-quality IEPs.
- Supports teachers in writing measurable goals, documenting progress monitoring, and aligning services to student needs.
- Assists with academic assessments for initial and eligibility review IEP's.

- Assists with monitoring assessment timelines, annual reviews, triennial evaluations, and service delivery requirements.
- Provides guidance on completion of service logs and other compliance indicators.
- Provides technical assistance related to SEIS documentation and procedural requirements.

Program Support

- Provides training to paraprofessionals and classified staff to strengthen their understanding of disabilities, supporting implementation of individualized supports, and behavior intervention strategies.
- Collects, reviews, and analyzes data to support continuous improvement efforts.
- Assists the Director of Special Services with compliance monitoring and reporting requirements.
- Supports state and federal accountability processes.
- Assists with maintaining accurate records and documentation.
- Performs other duties as assigned in support of district priorities and the Special Services Department.

Skills, Knowledge, and Abilities Required:

- Knowledge of evidence-based instructional practices.
- Working knowledge of the Special Education Information System (SEIS)
- Understanding of adult professional learning.
- Ability to analyze multiple sources of student and program data.
- Ability to organize, prioritize, and manage multiple projects simultaneously.
- Ability to lead contentious or difficult meetings
- Ability to establish and maintain effective working relationships with staff, parents, and administrators.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain confidentiality and exercise sound professional judgment.
- Ability to work independently and collaboratively as a member of a team.

Salary: Regular teacher salary on certificated salary schedule, plus \$4,000 annual stipend.

(Stipend to be used for the equivalent of up to 10 extra days above and beyond 184 service days to cover staff development, trainings, and site planning)