



## RIALTO UNIFIED SCHOOL DISTRICT

### SECONDARY

### TEACHER ON SPECIAL ASSIGNMENT (TOSA)

#### Job Description

#### **DEFINITION:**

Under the direction and supervision of the site principal, the TOSA will work with the site's classroom teachers through supplemental support, staff development, on-site coaching to enhance Language Arts and Mathematics instruction, effective instructional strategies, and improve student achievement. The TOSA will also serve on the site Leadership Team; and assist the principal to plan, monitor, and evaluate the instructional program, provide intervention and tutoring for students and perform related duties as required.

#### **RESPONSIBILITIES:**

- Works with teachers and administrators to develop a guaranteed and viable curriculum.
- Provide instructional and technical support to the school community in the full implementation and evaluation of School-wide Plan for Student Achievement.
- Provide on-site staff development and instructional coaching support to ensure that all teachers are knowledgeable about effective instructional strategies, program components and understand the accountability aspects towards a high performing school.
- Provide supplemental support and assistance to all classroom teachers in the area of English Language Arts and Mathematics through:
  - Analysis of data
  - In-class coaching
  - Demonstration lessons/modeling
  - professional development
  - classroom observations
  - grade-level and department collaborations
- Assist teachers in building an interactive classroom environment focused on the content and learning strategies embedded in the English language arts and mathematics curricular programs.
- Assists teachers in maintaining a classroom atmosphere/environment conducive to learning and highest student achievement.
- Develops and communicates long and short-term department plans and goals, and assessment of these goals.
- Maintains and monitors an information system that supports department goals.
- Assist the site principal with setting goals for improved instruction and monitoring of student achievement; and ongoing monitoring student achievement data to inform instructional decisions and program design.
- Serve as a resource person to ensure program goals meet the specialized needs of students.
- Provide appropriate intervention and tutoring for students in need of academic support.
- Participate as a member of the site Leadership Team to plan, monitor and evaluate the instructional program and student achievement/success.

#### **ABILITY TO:**

- Work collaboratively with peers and administrators.
- Communicate effectively with all members of the school community.
- Use instructional technology and software.

#### **KNOWLEDGE OF:**

- California State English/Language Arts and Mathematics Standards and English Language Development.
- Components of balanced literacy and balanced mathematics.
- Research-based teaching strategies.
- Data-driven instructional decision making
- Adult Learning Theory

#### **DISTRICT MINIMUM REQUIREMENTS:**

Possession of a valid California Secondary Credential and CLAD or equivalent.

Tenured teacher with a minimum of five years in Rialto Unified School District and ten years teaching experience.

Positive teacher evaluations in previous two years.

Ability to develop positive working relationships with students, parents, and teachers.

Knowledge of, and/or demonstrated use of, various instructional strategies for students and adult learners, including Marzano strategies, cooperative learning, SDAIE and SIOP.  
Fingerprints on file as required by State law  
TB Skin Test as required by State law  
Meet NCLB "Highly Qualified" teacher criteria

**PHYSICAL CLASS:**

MODERATE WORK - lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.

**WORK AREA REQUIREMENTS:**

Regular classrooms, on the playground, parking lot, bus stop areas and possibly field trips. Ability to traverse campuses and sites of 10 to 40 acres which would include asphalt, grass on playgrounds and dirt.

**PHYSICAL REQUIREMENTS:**

The time requirements are listed considering this wording and meaning:

Occasionally/Low - up to 3 hours  
Frequently/Medium - 3 to 6 hours  
Constantly/High - 6 to 8 hours plus

Stooping: Occasionally  
Bending: Frequently  
Lifting: Frequently  
Reaching: Frequently  
Handling: Frequently  
Grasping: Frequently

Fingering: Frequently  
Carrying: Frequently  
Standing: Occasionally  
Kneeling: Occasionally  
Sitting: Occasionally  
\*Driving: Occasionally  
Walking: Frequently  
Push/Pull: Occasionally

\*Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.

**FREQUENT MOTION:**

Keyboarding: Occasionally  
Twisting: Frequently  
Wrist flexion: Frequently  
Elbow flexion/extension: Frequently  
Reaching to shoulder level: Occasionally  
Forward should/neck flexion: Frequently  
Reaching above should level: Occasionally  
Reaching below shoulder level: Frequently

**SENSORY REQUIREMENTS:**

Ability to see: Constantly  
Ability to hear: Constantly  
Ability to talk: Constantly  
Ability to smell: Constantly  
Ability to touch: Constantly

**THIS JOB REQUIRES:**

Alertness: Constantly  
Attention to detail: Constantly  
Recall of names and dates: Yes  
The use of two hands: Constantly  
Ability to work in temperatures down to 40 degrees and up to 110 degrees.

**MUST BE ABLE TO DEAL WITH THESE ENVIRONMENTAL CONSIDERATIONS:**

Heat: Yes  
Noise: Yes  
Moisture: Yes  
Floor may be slippery at times: Yes  
Working in close quarters with others: Yes  
Odor: Yes  
Humidity: Yes  
Fluorescent lights: Yes

Working inside: 95% of the day

Working outside: 5% of the day

**ABILITY TO DEAL WITH PSYCHOLOGICAL FACTORS:**

Team work: Yes  
Frustration: Medium  
Repetitive Tasks: Yes - High  
Level of responsibility: High  
Must keep up with schedule: High  
Flexible: Yes  
Able to work overtime as needed: Yes  
Dealing with angry teachers, students and parents: Medium

**PHYSIOLOGIC FACTORS:**

Have a high level of consciousness: Yes  
Orientation to time, place or person: Yes  
Ability to read at 12<sup>th</sup> grade level: Yes  
Ability to comprehend and follow directions: Yes  
Able to keep up a high activity level during the shift: Yes

**DISTRICT MINIMUM REQUIREMENTS:**

Possession of a valid California teaching credential in Secondary Mathematics  
CLAD Credential  
Successful teaching experience in the appropriate grade level.  
Ability to communicate and interact effectively with students, teachers, parents, colleagues, and community leaders.  
Knowledge of research based, effective instructional strategies for students and adult learners.  
Fingerprints on file as required by State law  
TB Skin Test as required by State law  
Meet NCLB "Highly Qualified" teacher criteria