



# RIALTO UNIFIED SCHOOL DISTRICT

## Teacher on Special Assignment Special Education Job Description

### DEFINITION

Under the general direction of the Lead Special Service Agent, the Teacher on Special Assignment (TOSA) will provide direct support and consultation to school site personnel and Individual Education Program (IEP) teams regarding compliance, curriculum, data analysis, instructional strategies, effective use of resources including instructional aides, and evidence based academic and behavioral interventions. In collaboration with the Special Education Administration Team and Site Administration the TOSA will provide professional development, coaching and support. The TOSA will organize and implement Special Education services to be successful in the least restrictive environment, including general education, learning centers, or special day classes.

### ESSENTIAL DUTIES

- Conduct academic assessments and observations as needed
- Support and assist IEP teams in the development and implementation of IEP's, including analyzing educational benefit
- Support teachers regarding effective classroom management, including instructional and behavioral strategies, and the utilization of staff
- Service and manage special education caseloads and be the leader of IEP teams, facilitator of IEP meetings, conduct assessments, prepare IEP reports and collaborate with all service providers
- Create, support and maintain learning center environments that is structured, positive and organized
- Assist other certificated staff and IEP teams with recording student progress, developing daily reports, creating behavioral schedules, and social skills curriculum for special needs students
- Assist as a resource to other departmental administration, teachers and parents regarding the District's special education procedures, guidelines, and appropriate program and service options
- Utilize assessment and data information for effective IEP implementation of goals and objectives
- Provide specialized academic instruction and support to students with special education needs to achieve IEP goals
- Guide the implementation of appropriate accommodations/modifications to ensure students' learning success in the general education classroom
- Work in conjunction with principal and teachers to enhance student achievement
- Collaborate with staff members regarding effective instruction and intervention
- Serve as an itinerant, if needed
- Administrative Designee, if needed
- Other duties assigned

### KNOWLEDGE OF:

- Common Core Curriculum
- Knowledge of research based, effective instructional and behavioral strategies for diverse learners
- Learning Centers
- Universal Design for Learning
- IEP laws and compliance
- Data driven instructional decision making
- Specialized Academic Instruction
- Multi-tiered Systems of Support (MTSS) process

**ABILITY TO:**

- Serve as a liaison between Special Services and the school site
- Use effective techniques in the analysis of data to improve student achievement
- Use strong organizational skills in preparing and maintaining accurate records and reports
- Understand and follow oral and written directions
- Show initiative in identifying needs and supports while working without immediate supervision
- Effectively present information to instructional and administrative staff
- Perform adjunct duties as required
- Exhibit professionalism at all times and maintain high standard for self and others
- Ability to communicate and interact effectively with students, teachers, parents, colleagues, and community leaders
- Be a strong team member who is self-reflective, implements feedback, and consistently seeks to improve his/her practice

**EXPERIENCE AND EDUCATION**

- Possession of a valid California Education Specialist credential
- Possession of valid Autism Authorization
- Possession of a valid California EL authorization or equivalent
- Minimum of 5 years of teaching experience
- Valid Driver’s License, insurance (will service multiple sites)

**PHYSICAL DEMANDS**

**Physical class:**

Light - lifting 20 pounds maximum with frequent lifting and/or carrying objects weighing up to 10 pounds.

**Work area requirements:**

Regular classroom, on the playground, parking lot, bus stop areas and possibly field trips. Ability to traverse some parts of 40 acres of campus which would include asphalt, ramps, sidewalks, 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
Standing: Occasionally	Fingering: Frequently	
Stooping: Occasionally	Kneeling: Occasionally	
Bending: Frequently	Sitting: Occasionally	
Lifting: Frequently	*Driving: Occasionally	
Reaching: Frequently	Walking: Frequently	
Handling: Frequently	Push/Pull: Occasionally	
Grasping: Frequently	Keyboarding: Occasionally	
Carrying: Frequently		

***\*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:**

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

**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 70 degrees and up to 110 degrees.

**Must be able to deal with these environmental considerations:**

Heat:	Yes	Odor:	Yes
Noise:	Yes	Humidity:	Yes
Moisture:	Yes	Fluorescent lights:	Yes
Working inside:	95% of the day	Floor may be slippery at times:	Yes
Working outside:	5% of the day	Working in close quarters with others:	Yes

**Ability to deal with psychological factors:**

Team work: Yes, always  
Frustration: Some frustration: must be able to stay clam and handle the situation minute by minutes  
Repetitive Tasks: Writing or IEP's; job change  
Level of responsibility: High  
Must keep up with schedule: High  
Able to work overtime as needed: Yes, work at home  
Dealing with angry teachers, students and parents: Medium

**Physiological Factors:**

Must maintain 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