



RIALTO UNIFIED SCHOOL DISTRICT

EARLY EDUCATION SERVICES TEACHER ON SPECIAL ASSIGNMENT (TOSA) Job Description

DEFINITION

Under the direction of an Early Education Administrator, the Early Education TOSA will provide:

(1) teacher support in curriculum and instruction development and implementation, (2) staff development for teachers, instructional assistants and apprentices, (3) staff support in curriculum and instruction for students with exceptional needs (4) parent education.

ESSENTIAL DUTIES

- Deliver in-classroom support to teachers of young children.
- Develop and provide professional growth training for Early Education and Universal PreK teachers.
- Provide assistance to the special education and general education teachers on differentiation of curriculum, accommodations, and modifications of students with exceptional needs.
- Plan programs, coordinate curricular resources, and assist in evaluating the effectiveness of programs for individuals with exceptional needs.
- Supervise, evaluate, and monitor professional growth plans for instructional assistants and apprentices.
- Develop and support workforce partnerships with universities and community college partners.
- Develop and support vertical articulation between preschool teachers and Transitional Kindergarten (TK) teachers to address the needs of Extended Learning Opportunities for TK students.
- Support the implementation of Title 5, Title 22, ITERS, ECERS, Desired Results, NAEYC Accreditation, and CSTP Standards.
- Develop and provide parent education workshops.
- Oversee the Preschool Parent Advisory Committee.
- Other duties as assigned but not to include certificated employee evaluation.

QUALIFICATIONS

Knowledge of:

- Title 5, Title 22, ECERS, and CSTP.
- Integrated assessment and intentional teaching.
- Child growth and development research. Proven mastery of developmentally appropriate practices.
- Experience with early literacy (birth to 8) development.
- Expertise in integrated assessment and intentional teaching.

Ability to:

- Demonstrate nurturing demeanor

Experience and Education:

- Possession of a valid Bachelor's degree from an accredited college or university.
- Possession of a current CTC Child Development Teacher Permit.
- Completion of three (3) units of approved Child Development Infant/Toddler coursework.
- Five (5) years of successful experience teaching in a licensed early childhood program.

District Requirements:

- Fingerprints on file as required by State law.
- TB Skin Test as required by State law.
- Maintain current pediatric CPR and First Aid certifications.
- Preventative health measures certificate.

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

PHYSICAL DEMANDS

Physical class:

Moderate Work - Lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.

Work area requirements:

Regular and specialized, auditorium, multipurpose rooms, classroom, on the playground, parking lot, bus stop areas and possibly field trips. Ability to use common school hand tools, computer, telephone and photocopy machine. Ability to traverse a 40 acre campus which would include asphalt, sidewalks, grass on playgrounds, dirt, and bus areas.

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

Stooping: Occasionally

Bending: Constantly

Keyboarding: Occasionally

Lifting: Occasionally

Reaching: Occasionally

Handling: Constantly

Grasping: Constantly

Fingering: Constantly

Carrying: Constantly

Standing: Frequently

Kneeling: Occasionally

Sitting: Occasionally

Driving*: Occasionally

Walking: Constantly

Push/Pull: Occasionally

Frequent motion:

Twisting: Constantly

Wrist flexion: Constantly

Elbow flexion/extension: Constantly

Reaching to shoulder level: Occasionally

Forward shoulder/neck flexion: Frequently

Reaching to above shoulder level: Occasionally

Reaching below shoulder level: Constantly

Sensory requirements:

Ability to see: Constantly

Ability to hear: Constantly

Ability to talk: Constantly

Ability to smell: Constantly

Ability to touch: Constantly

Must be able to deal with these environmental considerations:

Heat: Occasionally

Noise: Medium

Humidity: Low

Working inside: 90% of the day

Working in close quarters with others: All day long: 30 desks in room - crowded/Constantly

Odor: Occasionally

Floor may be slippery at times: Occasionally

Moisture: Occasionally

Working outside: 10% of the day

This job requires:

Alertness: Constantly

Attention to detail: Constantly

Ability to work in temperatures down to 40 degrees and up to 110 degrees.

Recall of names and dates: Yes

The use of two hands: Constantly

Ability to deal with psychological factors:

Team work:	High
Frustration:	High
Repetitive tasks:	High
Level of responsibility:	High
Must keep up with schedule:	High
Able to work overtime as needed:	Frequently/Over 3 hours per day
Dealing with angry teachers, students, parents:	Occasionally

Physiological Factors:

Must maintain a high level of consciousness:	High, all day long
Orientation to time, place or person:	Yes
Ability to read at 12 th grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes, have 5-6 minute passing period

**AN EQUAL OPPORTUNITY EMPLOYER
RIALTO UNIFIED SCHOOL DISTRICT IS A “DRUG and TOBACCO-FREE WORKPLACE”**