

AMADOR COUNTY OFFICE OF EDUCATION

Teacher on Special Assignment (TOSA) Career Pathways Workforce Development

Definition: Provide leadership in the Career Pathways Workforce Development implementation.

JOB RELATIONSHIPS

The TOSA will work with the ACOE to implement the Career Pathways Workforce Development program.

JOB SUMMARY

This Teacher on Special Assignment (TOSA) will focus on Workforce Development. Under the direction of the Director of ACOE County Programs, this person is responsible for providing leadership in assigned content areas including consulting with the 9-Adult Workability I Grant administrator, Curriculum Articulation, and Professional Development with a strong emphasis in Special Education Adult Independent Living and Transition.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

Philosophy and Attitude

Willingness and ability to be adaptive in accommodating the needs of students with disabilities, teachers and staff in worksites developed for the California Workability I Grant and the ACOE Workforce Development Program.

- Develop articulated course offerings that prepare students for career pathways.
- Consult with business partners and independent consultants to determine possible industry tours, internships, externships, classroom presentations, and career guidance.
- Gather advice from individual independent contractor industry experts to be used to successfully implement the pathways.
- Connect with the Arc, Community Compass and Motherlode Job Training.
- Collect college and career information for all students participating in the pathway to determine the impact on industry (Did students: transition successfully into an aligned postsecondary program, graduate with a degree or credential in a high-demand field, and successfully secure employment?).
- Develop rubrics to measure student projects against industry specific standards.
- Initiate and register students for internships.
- Support staff externship opportunities.
- Organize field trips to businesses.
- Develop required skill benchmarks for each pathway.
- Organize remediation opportunities for students so that all students will be able to show success.
- Study standards, benchmarks, and curriculum of career pathways.

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- Garner community support of pathways.
- Research funding sources to support pathways.
- Develop a five year, sustainable budget.
- Present pathways to local foundations to gain system and financial support.
- Present pathway information to local service and business organizations.
- Collect and submit student information, program outcomes measures, and program deliverables data including expense report.

JOB SPECIFIC CRITERIA

Knowledge

- Demonstrates the ability to model “best” instructional practices and curriculum integration techniques in the designated subject area
- Expertise in teaching writing across the curriculum
- Expertise and experience in grant writing
- Evidence of the ability to coach peers using a collaborative approach
- Possesses a strong background in staff development and effective teaching strategies
- Exhibits excellent people skills and the ability to work effectively and flexibly in a variety of classroom environments

Experience and Training

- At least five years teaching and/or related work experience
- Proven competence in designated subject area
- Evidence of successful experience in facilitating groups
- Experience conducting and organizing staff development activities
- Excellent oral and written communication skills
- Demonstrates prior success providing a variety of instructional strategies for students
- Demonstrates effective staff development practices
- Demonstrates mastery of a variety of instructional and curriculum strategies.

PHYSICAL DEMANDS

- Seeing to read a variety of materials
- Hearing and speaking to exchange information and make presentations
- Sitting or standing for extended periods of time
- Bending at the waist or crouching or stooping to assist students or staff and to prepare materials
- Driving a vehicle to conduct work
- Using a computer and other technology-based equipment
- Variable hours
- Physical agility and stamina
- Lifting light objects weighing up to 15 pounds.

Abilities

- Provide consultation support to teachers

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- Exhibit strong interpersonal and communication skills
- Demonstrate strong classroom management skills
- Adapt to change quickly
- Active and timely pursuit of current research in education.

LICENSES, CERTIFICATES, CREDENTIAL AND OTHER REQUIREMENTS

- Valid California Teaching Credential

WORK YEAR

- 193 Day SEAC Salary Schedule