

AMADOR COUNTY UNIFIED SCHOOL DISTRICT/AMADOR COUNTY
OFFICE OF EDUCATION
TEACHER ON SPECIAL ASSIGNMENT (TOSA) ~ CURRICULUM &
INSTRUCTION

REPORTS TO: Assistant Superintendent Curriculum and Instruction

DEFINITION: In assigned content area, and under general supervision, facilitate and provide leadership for the implementation of content standards, frameworks, curriculum, and effective instructional practices; provide coaching and support for staff at various sites; provide leadership in District and site initiatives; plan and deliver professional learning and staff development; curate, develop and present resources and materials to support curriculum and instruction.

JOB DUTIES AND RESPONSIBILITIES:

1. Support the planning of all aspects of content standards and frameworks implementation, including professional development, site communication, and classroom implementation
2. Support the implementation of curriculum frameworks and content standards including vertical and horizontal articulation
3. Support classroom instruction and model effective practices for staff as needed
4. Develop materials to meet a wide range of staff and student needs
5. Support the selection and implementation of instructional materials including textbook adoptions
6. Support assessment programs and the effective use of multiple inputs/measures to inform instruction and learning
7. Assist in the collection, interpretation, and application of data and assessment results to inform instructional practices and improve student learning
8. Provide and support staff development, professional learning and coaching for teachers and staff
9. Provide support for collaboration between various groups
10. Coach and support staff as needed in the implementation of frameworks, content standards, curriculum, instructional practices and intervention and differentiation strategies
11. Coordinate with mentors and other staff in providing professional development and support staff as needed

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12. Follow current research and incorporate research into staff development and professional learning
13. Participate in professional learning opportunities
14. Attend meetings and act as liaison with district, county, and state groups
15. Facilitate committee work related to content area
16. Coordinate and support special events, competitions, and extra-curricular activities
17. Support and coordinate the implementation of initiatives and pilot programs
18. Support compliance with federal and state regulations, guidelines, and laws
19. Prepare reports as needed
20. Other duties as needed

SELECTION PROCESS AND TERM

- The TOSA selection process will be in accordance with Article 11.
- A TOSA will serve a four (4) year term with the option of applying for an additional four-year term after returning to a classroom teaching assignment for one year.
- At the end of each school year the ACUSD/ACOE or the employee may choose to terminate the special assignment.
- A TOSA may return to his/her original site with-in one (1) year of service.
- After serving two (2) or more years, a member may be placed on the voluntary transfer list in the spring.

ESSENTIAL ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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WORKING CONDITIONS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MINIMUM QUALIFICATIONS:

- Valid California credential authorizing service in grade levels and areas assigned
- Bachelor's degree; Master's degree desired
- Successful teaching experience totaling at least five years is preferred. Experience planning and presenting to larger groups recommended.

PAY RANGE

Certificated Salary 193 Day Schedule