

AMADOR COUNTY OFFICE OF EDUCATION TEACHER ON SPECIAL ASSIGNMENT (TOSA) SPECIAL EDUCATION

REPORTS TO: Assistant Superintendent, Educational Services or Designee

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 for students with disabilities. Provide coaching and support for staff at various sites in effective ways to support and include students with disabilities in the general education classrooms; provide leadership in the Amador County Unified School District and the Amador County Office of Education site initiatives related to services for students with disabilities; plan and deliver professional learning and staff development in best practices for supporting students with disabilities; curate, develop and present resources and materials to support curriculum and instruction for students with disabilities, as well as general education teachers who serve students with disabilities.

JOB DUTIES AND RESPONSIBILITIES:

1. Support the planning of all aspects of content standards and frameworks implementation, including professional development, site communication, vertical and horizontal articulation, and classroom implementation;
2. Support classroom instruction and model effective practices for staff as needed;
3. Using current research and best practices, develop instructional or staff training materials to meet a wide range of staff and student needs;
4. Coordinate the yearly textbook and consumable ordering for special education teachers and students, and support the selection and implementation of instructional materials including curriculum pilots and textbook adoptions;
5. Attend weekly Educational Services department meetings;
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 academic testing of students (such as Woodcock Johnson, etc.) throughout the district, as needed;
9. Fill in as a long-term substitute for teachers as directed;
10. Provide case management for alternative education students with disabilities (implement current IEP, conduct IEP meetings, monitor IEP schedules for students, etc.);
11. Oversee the pre-referral, referral, and reclassification process for students with disabilities who are also English Learners, and provide related training for special education teachers as requested by the Assistant Superintendent of Education Services or their designee;
12. Coordinate with mentors and other staff in providing professional development and support staff as needed;
13. Participate in professional learning opportunities related to providing support to students with disabilities;
14. Support compliance with federal and state regulations, guidelines; and laws
19. Prepare reports as needed;
20. Coordinate with Director and program specialists to provide coaching and support for staff in the development of IEP's, Assessment Plans, and academic assessment protocols;
21. Have a thorough understanding and ability to navigate the SEIS system;
22. Have a thorough understanding of MTSS practices for both general education and special education departments;
23. Other duties as assigned.

SELECTION PROCESS AND TERM

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- 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.
- At the end of each school year, the district or employee may choose to terminate the special assignment.

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 for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 clear credential authorizing service in mild to moderate and moderate to severe special education;
- Successful teaching experience totaling at least five years is preferred;
- Experience planning and presenting to larger groups recommended;
- Prior experience as an instructional coach, mentor and/or resource teacher is desirable;
- Teaching experience and expertise in English Learner education is desirable;
- Evidence of experience leading colleagues in using fundamental principles of teaching and learning with an emphasis on special education;
- Success in working with adults, including modeling, effective classroom practices with students in front of groups of teachers and leading teachers in professional development sessions that support reflection and goal setting;
- Expertise in modeling, observing and providing feedback about instruction for classroom teachers;
- Knowledge of implementation of inclusive practices through MTSS and differentiation of instruction to support student academic achievement and social-emotional needs;
- Expertise of IEP development, goal setting, progress monitoring, and timelines / deadlines.

OTHER REQUIREMENTS: These requirements must be met prior to beginning employment and will be requested upon job offer acceptance.

Must provide proof of eligibility to work in the United States

Must possess a valid California Driver's License

Must provide proof of automobile insurance coverage

Fingerprint and Background clearance

Valid Tuberculosis (TB) clearance

PAYRANGE

Certificated Salary 193 Day Schedule