

**UNION SCHOOL DISTRICT**  
**TEACHER ON SPECIAL ASSIGNMENT (ToSA)**  
**Instructional Support**

**The Position**

The **Instructional Support ToSA**, reports to the Associate Superintendent, Learning & Innovation or designee and provides instructional leadership to support areas of academic focus. This includes, but is not limited to: providing assistance and leadership with instructional planning and implementation, modeling effective instruction, developing content; mentoring new teachers; leading and supporting professional development and district instructional initiatives; analyzing data and training staff to work with data; supporting special projects; collaborating with staff and Teacher Leaders; providing parent outreach and presentations; and related duties as assigned.

**Essential Duties and Responsibilities:**

The duties listed below are not inclusive, but characteristic of the type and level of work associated with this classification. Individual positions may perform all or some combination of the duties listed below, as well as other related duties.

**Planning and Preparation:**

- Attends professional development and conferences, both internal and external, to increase teacher's understanding of assigned areas.
- Stays current with District instructional initiatives and technology.
- Keeps abreast of legal issues involving software, email, & internet use.
- Plans and prioritizes workload requirements.
- Schedules and organizes multiple tasks.

**Implementation:**

- Provides new teacher mentoring through the district's selected BTSA program.
- Supports staff with professional development.
- Facilitates the implementation of new instructional strategies and technology into the curriculum.
- Creates, models, and assists teachers in implementing standards aligned lessons, content and strategies.
- Maintains exclusive confidentiality of all student and staff issues.
- Performs other tasks and assumes other responsibilities as assigned.

**Professional Skills, Abilities & Characteristics:**

In addition to an unwavering commitment to public education, the ideal candidate has:

- Adaptability to new instructional strategies & technologies;
- Skill in consultation, collaboration, and motivation with adults;
- Experience in developing and implementing staff development;
- Demonstrated effective communication skills both in written and oral forms;

- Knowledge of broad curricula and instructional practices, teaching strategies, content, and resources;
- Knowledge of content and performance standards;
- School and/or district Leadership experience;
- Technological proficiency;
- Ability to:
  - Create a positive work environment;
  - Tolerate other points of view;
  - Resolve conflict at the lowest level possible;
  - Be flexible while responding to ambiguity and change;
  - Successfully work both independently and as a team member;
  - Maintain positive, supportive and professional demeanor; and
  - Maintain confidentiality;
  - Represent the District positively at District, regional or state conferences or meetings.

## **Qualifications**

### *Required Certification, Education and Experience:*

Must have a Bachelor's degree from an accredited college or university with major coursework in Education, or a related field, Master's degree preferred; a valid California Elementary or Secondary Teaching Credential; and a valid California driver's license.

### *Personal Characteristics:*

The District is seeking a candidate, who is sensitive to diverse viewpoints and experiences; who has the ability to inspire trust, confidence and enthusiasm, and is willing to take risks to achieve administrative excellence; who has a sense of humor; who has exemplified the highest professional and ethical standards and behavior; and one who is a consensus-builder and team player.

## **Salary & Benefits**

The **ToSA**, is compensated per the Teacher salary schedule; any other benefits and compensation will be as delineated in the UDEA Contract; stipend for additional duties outside of the teaching day at the same level as the Math & ELA Teacher Leaders.

**WORKING CONDITIONS:** Duties require punctuality and the ability to multi-task. Duties are performed in an office environment while sitting at a desk. Duties are also performed at program sites and in the community, making oral presentations and attending meetings. Incumbents may be required to work a flexible schedule evening and weekend hours. Incumbents are subject to public contact with external agencies and individuals seeking information. Duties require regular driving to program sites within the county.

**PHYSICAL DEMANDS:** Incumbents regularly stand and sit for long periods of time; walk short distances on a regular basis; use hands and fingers to operate a computer keyboard or other office equipment; reach with hands and arms, stoop, kneel, or crouch to file; speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voice over telephone and in person; and move and transport materials weighing up to 40 pounds. Incumbents must be poised, professional and report to work five days per week.

**Disaster Service Worker**

*CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.*