

# Memorandum of Understanding

## Between FUSD and FUTA Expires June 30, 2017 (Status quo)

### Job Description-Teacher on Special Assignment (TOSA)

**Basic Function:** This position provides support to teachers in regards to analyzing and interpreting data, assisting with lesson plans, sharing research based best teaching practices and instructional strategies and providing staff training. The TOSA works with classroom teachers and the school principal to determine training needs.

#### **Representative Duties:**

*(All duties are essential functions for this position)*

- Provide ongoing staff development and support for curriculum design, implementation, and assessments.
- Assist teachers with implementation of effective, research-based instructional strategies including Integrated English Language Development, and differentiated instruction.
- Prepare and present school site staff development.
- Train and coach teachers at school sites to include co-teaching, co-planning and demonstration lessons.
- Gather data and assist teachers with data analysis and applications to support classroom instruction.
- Participate in district/school site staff or grade level meetings as needed.
- Assume related duties as assigned.

#### **Knowledge and Abilities:**

- Knowledge of various research based instructional strategies.
- Thorough knowledge of California Standards.
- Experience and understanding of effective instructional strategies for English Learners.
- Ability to present in front of small and large groups.
- Ability to analyze and interpret data.

**Education/Experience:** Hold a valid California Teaching Credential with CLAD/BCLAD or equivalent authorization. Minimum of 5 years classroom experience.

**Working Conditions:** School Site or District Office.

**Work Year and Salary:** Certificated Teacher Work Year and Salary Schedule.

- 7 hour teacher work day.
- Meetings outside the 7 hour work day will be paid at the teacher hourly rate or flex time will be given within the month earned except for summer.
- Summer training will be compensated at the teacher hourly rate.