

MUSD

MANTECA UNIFIED SCHOOL DISTRICT

P.O. Box 32
Manteca, CA 95336

2901 E. Louise Avenue, Lathrop
(209) 825-3200

Job Description

No. 205.25

TEACHER ON SPECIAL ASSIGNMENT (TOSA)

SUMMARY OF POSITION:

Under the direction of a district administrator, Teachers on Special Assignment provide structure, implement or manage appropriate educational activities and professional development for language arts, English Language Development, reading, math, social studies, science, art, music, or physical education as outlined in district curriculum guides and state content standards for pupils in grades PK-12, or a combination thereof, and assists in other district programs as assigned.

MINIMUM QUALIFICATIONS – EDUCATION AND/OR TRAINING:

1. Bachelor degree from an accredited university.
2. Possession of a valid California teaching credential.
3. English Learner certification.

DESIRABLE QUALIFICATIONS:

1. Experience as a teacher in a public-school setting for at least 3 years.

DESIRABLE EXPERIENCE:

1. Voluntary or paid leadership experience.
2. Experience in conducting professional development for educators.
3. Experience in planning, implementing and / or managing educational programs.

SKILLS AND ABILITIES:

1. Utilizes proper English usage, grammar, punctuation, spelling, and English speaking skills.
2. Knowledge of District policies, rules, and regulations.
3. Works with students, District personnel, and general public in a pleasant and cooperative manner.
4. Understands and follows complex oral and written instructions and completes assignments in an independent manner.
5. Presents information to groups of adults and / or students.
6. Possesses knowledge of technology to present lessons, communicate with others, and keep records.
7. Plans, organizes, and coordinates assigned tasks to meet established timelines.
8. Analyzes situations and takes appropriate action regarding routine/emergency procedural matters without immediate supervision.
9. Maintains professional confidentiality and works collaboratively with peers.

ESSENTIAL FUNCTIONS:

1. Provides leadership and coordinates in-service training as assigned for data analysis, developing curriculum design and instructional programs required by programs in which the district participates.
2. Provides direct support to instructional staff in the implementation of supplemental, tutorial, intervention and core programs to meet the needs of students.
3. Provides support in preparing for program reviews conducted by the District Office or by the State Department of Education.
4. Assists the district administration with all aspects of state and district assessment programs as assigned.
5. Keeps current in education and grows as a professional educator through classes / workshops / conferences for professional development in specific areas of interest and / or need, and through coaching and feedback from district administrators and peers.
6. Adheres to and promotes the philosophy and objectives of the school district, the administrative staff, and the Board of Education. Interprets the policies and programs of the school in a positive and constructive manner.
7. Attends and participates in site and District staff meetings, various advisory councils, committees, in-services and workshops.
8. Assists district administration in district compliance efforts with respect to laws, regulations, and guidelines relating to school and district programs.
9. Assists district administration in district level planning and monitoring of the district plans.
Supports and abides by school and District policies and procedures.
10. Provides support in preparing for program reviews conducted by the District Office or by the State Department of Education
11. Assists the district administration in providing parents and staff with up-to-date information and in-service training relative to the laws governing school programs.

12. Accurately maintains appropriate records and assists the district administration in the preparation of reports for program reviews required by the District or State relative to school and / or district programs.
13. Communicates effectively with students and adults.
14. Maintains standard of professional behavior as an example to others.
15. Performs other duties as assigned.

PHYSICAL REQUIREMENTS:

1. Stand, walk, bend over, kneel, crouch, reach overhead, grasp, push, and pull. Move, lift, and/or carry up to 30 pounds to shoulder height.
2. Repetitive use of hands (i.e. fine manipulation, simple grasping, and power grasping).
3. Stand, sit, and/or walk for extended periods of time.
4. Demonstrates normal depth perception.
5. Dexterity of hands and fingers to operate a computer keyboard or typewriter, operate standard office equipment, and use a telephone.
6. See and read a computer screen and printed matter with or without visual aids.
7. Distinguish colors.
8. Read and understand rules and policies, labels, and instructions.
9. Hear and understand speech at normal levels and on the telephone.
10. Verbal communications including the ability to speak and hear at normal room levels and on the telephone.

WORK ENVIRONMENT:

1. Work indoors in a standard office environment, computer lab and/or classroom environment.
2. Work is performed in indoor and outdoor environments.
3. Exposure to childhood and other diseases in a school environment.
4. Exposure to dust, oils, and cleaning chemicals.
5. May be requested to work outside of normal workdays and office hours. May be required to work in emergency situations.

SPECIAL REQUIREMENTS:

1. Valid California driver's license.
2. Maintain District-insurable driving record.