

Job Title: Teacher on Special Assignment (TOSA) - Curriculum
Reports to: Director of Curriculum
Work Schedule: Full time positions (1.0 FTE) - 180 days - 7.5 hours per day
Part time positions are prorated accordingly (refer to job posting for actual FTE)
Salary: Per Marysville Education Association Negotiated Salary Schedule

Position Goal:

This position will provide positive, collaborative leadership with the Director of Curriculum and other staff for the continuous improvement of student learning. The TOSA shall assume an assigned portion of the work with curriculum, the new teacher program and support the director. The TOSA must possess an understanding of the education process and be able to articulate and establish the conditions that affect learning.

Minimum Qualifications:

- Valid Washington State Teaching certificate required
- Valid Washington State Administrator certificate preferred
- Excellent oral and written communication skills
- Experience and/or knowledge of Common Core Standards required
- Successful teaching experience at appropriate grade level preferred
- Experience and/or training with cultural, ethnic, and language diversity preferred
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required training within thirty (30) calendar days from hire date

Desired Skills:

- Ability to remain flexible to changes in assignments or situations
- Ability to maintain a professional attitude and set examples for others in what they say and do each day
- Ability to perform a variety of specialized tasks; maintain records; establish and maintain cooperative working relationships with students, parents, and school personnel; work as a team member; and meet schedules and deadlines
- Ability to use a variety of teaching strategies which may include cooperative learning, constructive instruction, or additional research based facilitation
- Ability to define excellence by standards of performance
- Knowledge and application of quality classroom based assessment practices
- Knowledge of the unique physical, psychological and social changes students experience and a desire to help them grow in these particular areas
- Skills in establishing and maintaining effective working relationships with a wide variety of people
- Skills to motivate staff, students, communicate with individuals from varied educational and cultural backgrounds, and direct and evaluate support personnel
- Skills in classroom management and organizational techniques

Essential Job Functions:

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Prepare teaching materials and reports for the purpose of implementing lesson plans and providing documentation of teacher and student progress
- Provide leadership and support to multiple newly hired teachers
- Build and maintain professional relationships with colleagues, administrators, staff and community members
- Provide an exceptional educational experience to all students; communicate an enthusiasm for learning
- Provide clear and focused instruction for all students by using a variety of teaching strategies to meet the needs of all students to assure successful learning through a defined course of study
- Assess and monitor students for the purpose of providing feedback to students, parents, and administration

- regarding student progress, expectations, and goals by using quality classroom-based assessments
- Collaborate with school personnel, parents, and various community agencies for the purpose of improving the quality of student outcomes, developing solutions, and planning curriculum and willingness to work with grade level team
- Direct instructional assistants, volunteers, and/or student aides for the purpose of providing an effective school program and addressing the needs of individual students and be supportive of parent volunteers in the classroom
- Utilize district adopted curriculum to guide instruction
- Communicate regularly with administrators and staff
- Assist in coordination and planning of professional development sessions
- Assist in opening/closing of school year
- Assist in student discipline and supervision
- Assist in management of materials and equipment
- Maintain consistent presence at assigned worksite and regular work hours
- Professionally interact with students, staff, and public
- Establish and maintain professional contacts with students
- Comply with all district policies and procedures
- Comply with the Code of Professional Conduct
- Perform related duties as assigned

Work Environment:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee is confined to a work area; required to have precise control of fingers and hand movements; experiences constant interruptions and inflexible deadlines; and must be able to stoop, crouch, crawl, bend, kneel, stand for periods of time, and lift in order to assist a student with personal care. The employee is required to deal with distraught and/or angry persons and is exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Evaluation:

This position shall be evaluated periodically by the Director of Curriculum pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee's performance of the above essential job functions.

Classification History:

Job description developed August 2017.