



## TEACHER ON SPECIAL ASSIGNMENT

### BASIC FUNCTION

educational mission through articulation and application of foundational structures, content and curriculum development, and instructional strategies in partnership with the educational community; provides leadership in the planning, coordination and implementation of a subject area, special project, coaching, mentoring or grade level instructional program.

### REPRESENTATIVE DUTIES

Provide expertise and assistance in curriculum and staff development, program implementation and coordination of district-wide assigned activities; motivate project/program participants to develop skills and attitudes that foster student success.

Review, interpret and report on a variety of assessment tools and measurements; apply data to assist professional educators to build capacity for instructional improvement related to content-specific goals for equity and excellence; provide leadership in data-driven decision making through the implementation of Professional Learning Communities.

Participate in the evaluation and selection of academically appropriate and culturally relevant instructional materials, including educational technologies and software; order materials and supplies and maintain inventories.

Understand how adult and K-12 learners grow and develop, recognizing variations within and across cognitive, linguistic, social, emotional and physical areas, diversity of cultures and communities; develop, implement and insure systems to effect appropriate, challenging learning environments.

Establish standards, learning objectives and goals for assigned programs; monitor progress and effectiveness of programs; recommend and implement strategies to maximize effectiveness.

Promote a culture of high expectations, providing program support directed at every student receiving high quality and culturally relevant instruction; support and implement the instructional practices that reflects and supports the racial and ethnic diversity of the student population and community.

Update and maintain accurate and complete records of assigned programs and activities progress and development as required by school, district, state and federal policies, regulations and laws.

Participate in, plan and conduct trainings, in-services, workshops and meetings as related to the special assignment; serve on a variety of district and community committees and task forces as assigned.

Develop a variety of specialized curriculums which advance instructional practices and strategies; support professional educators and students to meet rigorous learning goals and engage and encourage learners to develop deep understanding of content areas.

Understand central concepts, tools of inquiry and structures of deploying curriculum to adult learners and K-12 students; apply concepts to create meaningful learning experiences designed to engage adult and K-12 learners in critical thinking, creativity and collaborative problem-solving.

Develop and implement instructional, coaching and/or mentoring practices and strategies that include multiple methods of assessment; provide formal training and instruction to adult learners to support students in meeting rigorous learning goals which engage and encourage learners to develop deep understanding of content areas.

Perform related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS OF THE CLASS**

The Teacher on Special Assignment (TOSA) serves outside the classroom-setting for assignments as determined by the needs of the district. Specific areas of assignment typically include, but are not limited to, t

**Education and Training:**

Incumbents must be properly licensed by the Teacher Standards and Practices Commission for assignment as a Professional Educator . Teacher. For positions identified within core academic areas,