

**Roswell Independent School District
Job Description**

Job Title: TEACHER ON SPECIAL ASSIGNMENT (TOSA)

Reports To: PER ORGANIZATIONAL CHART AND/OR BUILDING PRINCIPAL

General Job Description:

Under the supervision of the building principal provide leadership, supervisory, administrative skills to promote the educational development of each student. Assist teachers with guidance and instructional experiences that are academically and developmentally appropriate for the classrooms as well as other programs as assigned.

Essential Duties and Responsibilities:

1. Accurately demonstrate knowledge of the content area, approved curriculum and pedagogical skills.
2. Demonstrating Knowledge of Students; Students' interest and cultural heritage and Students' special needs.
3. Setting Instructional Outcomes; Suitability for diverse students, value, sequence, alignment, clarity and balance.
4. Designing Coherent Instruction; Learning activities, instructional materials, resources and lesson and unit structure.
5. Designing Student Assessments; Congruence with instructional outcomes and/or formative assessments.
6. Creating and Environment of Respect and Rapport; Teacher interactions with students, including both words and actions.
7. Establishing a Culture for Learning to include; Expectations for learning and achievement.
8. Managing Classroom Procedures to include; Instructional groups, transitions, materials and supplies, and performance of classroom routines.
9. Managing Student Behavior to include; Expectations, monitoring of student behavior and response to student misbehavior.
10. Organizing Physical Space to include; Safety and accessibility and arrangement of furniture and use of physical resources.
11. Communicating with Families or individuals; about the instructional program, about individual students and engagement of families in the instructional program.
12. Communicating with Students to include; Expectations for learning for all students, directions for activities and explanation of content.
13. Using Questioning and Discussion Techniques including; Quality of questions/prompts and student participation.
14. Engaging Student in Learning to include; Grouping of students and structure and pacing.
15. Using Assessment in Instruction to include; Monitoring of student learning, feedback to students and student self-assessment and monitoring of progress.
16. Use supervision, staff development and performance evaluation to improve the instructional process of the school. To do this, the principal follows procedures consistent with the state and local Cooperative Professional Development Plan.
17. Utilize student assessment techniques and procedures.
18. Assist with or appoint individuals to meet with all committees (SAT/RTI/SAC/IEP, etc.) in a consistent and timely manner.
19. Understand and participate in the development, use and implementation of individualized education plans (IEP's), individualized transition plans/SAT plans/504 plans, and Academic Improvement plans including making necessary modifications. Come prepared with data, grades and all pertinent information to assist the team in decision making.
20. Demonstrate an understanding of the dynamics of the educational organization.
21. Demonstrate foresight, examine issues and take initiative to improve the quality of education in the community.
22. Embrace and encourage the acceptance of diversity.
23. Provide and maintain an environment where optional student growth can take place.
24. Demonstrate instructional leadership.
25. Demonstrate an understanding of the dynamics of the educational organization.
26. Effectively manage the resources for which he/she is responsible including personnel, finances, facilities,
27. Reviews current educational issues, trends, research, legislation, and government activities and uses that information when appropriate for program improvement.

TEACHER ON SPECIAL ASSIGNMENT (TOSA) (CONT'D)

28. Work cooperatively with instructional staff in curriculum development, in implementation, and in instructional effectiveness.
29. Follows specific procedures for incorporating services for students with special needs into the total educational program and for including these students into the total program of school activities.
30. Use most current State and District mandated evaluation system for teacher evaluations and to observe employee performance, record observations of domains and/or competencies to conduct evaluation conferences with staff.
31. Be able to perform the essential duties of other employees in the building including custodial, instructional, and or secretarial.
32. Supervise extra-curricular activities and evening programs.
33. Follow board policies and administrative rules and regulations.
34. Maintain confidentiality with sensitive matters.
35. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
36. Report to work on time and work no less than 7.25 hours per day.
37. Work independently with very little supervision.
38. Ability to deescalate parents/students/staff; listening/visiting with them about their concerns prior to them meeting with administration.

Goal Achievement:

1. Collects and utilized data concerning students and community.
2. Monitors the progress of the instructional improvement plans.
3. Adjusts assignments and resource allocations a necessary to achieve instructional programs.
4. Assist the principal with keeping records and preparing reports required by District policy.

Supervision, Evaluation and Staff Development:

1. Assist the principal and follow procedures consistent with the State and RISD Teacher Performance Evaluation Plan.
2. Assist principal in identifying strengths and areas of performance needing growth or improvement.
3. Assist principal when observing and giving objective, analytical feedback to teachers on their teaching behavior.
4. Assist principal with monitoring teacher progress by frequently observing classrooms, conferring with teachers about instructional matters, and maintaining a system of positive supervision.
5. Models a belief and a commitment to professional growth through his/her own development efforts.

Resource Management:

1. Assist principal in organizing schedules and activities to provide maximum instructional time.
2. Assist principal in identifying required maintenance, repair, and acquisition of facilities necessary to the instructional program.
3. Assist in executing rules and policies of the RISD Board of Education and the Superintendent as it pertains to their assigned school.

Learning Environment:

1. Assist principal with establishing and maintaining reasonable student discipline procedures.
2. Encourages classroom practices which provide opportunities for achievement of each student's academic potential.
3. Assist principal with assuring that school rules are clearly communicated and firmly enforced.
4. Follows Board Policy relating to rights and responsibilities of schools and student in the district.
5. Personally recognizes, communicates, and celebrates student and staff achievement/accomplishment/success.
6. Promotes multicultural and ethnic understanding.
7. Assist principal with administering activity account according to District policy.
8. Follow the Procurement Code.
9. Assist principal with maintaining effective communication with community through handbooks, newspapers, newsletters, bulletins, and/or activity calendar.
10. Functions as an integral and contributing member of the District's team.

TEACHER ON SPECIAL ASSIGNMENT (TOSA) (CONT'D)

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Supervisory Responsibilities:

Assist principal with supervising Teachers, Ancillary Staff, Educational Assistants, and Secretaries.

Qualifications:

- 1. Master's degree.
- 2. Current New Mexico Administrative license as required by the State of New Mexico.
- 3. Current New Mexico Teaching license with endorsements appropriate for position.
- 4. Five years/ experience in public school administration and supervision and/or teaching.
- 5. Valid Drivers' license and Car Insurance (if traveling from site to site)

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May need to travel from site to site as needed. May work under stressful conditions as needed.

Terms of Employment:

Salary and work year to be established by the Board. This position has a 5 day extended contract with 3 days working just prior to the school year beginning and 2 days at the end of the school year where the TOSA is required to attend the NMSBA Law Conference.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date