

## ORANGE UNIFIED SCHOOL DISTRICT

### TEACHER ON SPECIAL ASSIGNMENT (TOSA) TK-12 EQUITY AND ACCESS

#### DEFINITION

Under the direction of the Executive Director of K-12 Curriculum, Instruction & School Support, the position will organize and participate in the implementation of a TK-12 Multi-Tiered System of Support and AVID. MTSS includes Response to Instruction and Intervention (RTI<sup>2</sup>) as well as additional district initiatives. The TOSA will support the district's core instruction, differentiated learning, student-centered learning, individualized student needs, and the alignment of systems necessary for all students' academic, behavioral, and social success.

#### DISTINGUISHING CHARACTERISTICS

This position classification requires expertise in the field of reading/language arts, mathematics, English language development, MTSS, and AVID. Directly related teaching and instruction experience is required to perform problem analysis using prescribed principles, methods and concepts. A teacher in this classification performs decision analysis and makes decisions of considerable consequence, in determining how best to aid students in the learning process through the assigned instructional program or activity. The functional role of this position classification requires the application and interpretation of data, facts, procedures and policies. The incumbent meets frequently with school administrators, other teachers, internal staff and members of the community to communicate information, data and alternative problem solutions in order to successfully implement TK-12 MTSS and AVID or find solutions to programmatic constraints.

The position classification performs duties related to programmatic development, implementation and evaluation, reflective of state and federal guidelines. The position requires knowledge of the cultural and linguistic differences among students, as well as the importance of parent and/or community involvement. This position also requires knowledge of interpersonal skills using tact, patience and courtesy; and ability to use various forms of technology.

This position classification performs light work that involves sitting a portion of the time yet, requires walking and standing for extended periods and may occasionally require moving or lifting of up to fifty (50) pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with materials and objects and providing oral information. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

#### ESSENTIAL DUTIES

- Plan, organize and participate in the implementation of districtwide MTSS and AVID.
- Coordinate and integrate program activities.
- Systematically addressing support for all students, including gifted and high achievers.
- Design and evaluate curriculum for MTSS, AVID, Mathematics, and ELA
- Supports sites with implementation of Multi-tiered System of Support, including Response to Instruction and Intervention by (but not limited to):
  - Attending CAST and other meetings at sites
  - Strengthening and calibrating the CAST process by working with administrators across OUSD sites.

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- Identifying interventions, supports, and progress monitoring for at-risk students
- Providing support with interventions, extensions, and district adopted materials for teachers to use with students
- Supports the District AVID program by:
  - Providing professional development for AVID trained teachers
  - Attending AVID Site Team meetings in order to complete site team goals for the school year
  - Conducting AVID walk-throughs at sites and providing feedback to administration
  - Support administrators and Site Teams in completing AVID CCI and data reports
- Collect and compile data required for the preparation of reports.
- Consult with and provide support as needed to site leadership teams.
- Make recommendations regarding MTSS, AVID, and core interventions
- Perform related duties as assigned.
- Planning and providing district and site-based professional development

**QUALIFICATIONS**

Knowledge Of:

- Principles, theories, methods, techniques and strategies pertaining to teaching and instruction of elementary, middle school, and high school level pupils.
- Behavioral management strategies.
- Culturally relevant teaching and learning.
- Curriculum design and review.
- California frameworks, content and performance standards;
- Human relations strategies, conflict resolution strategies, and team-building principles and techniques;
- Technology including computers and computer programs.
- Businesses and services available within the Orange Unified School District.
- Knowledge of and experience in:
  - Implementing Multi-Tiered System of Support
  - Implementing data-based interventions
  - Using DIBELS and other district assessments
  - District adopted core and supplemental curriculum with a focus on ELA and Mathematics
- AVID trained teacher
- Experience in planning and delivering district and site professional development
- Ability to work collaboratively to create and deliver professional development
- Experience in working with both Title 1 and non-Title 1 school sites, administrators, and staff members
- Coaching strategies

Ability To:

- Plan, implement and coordinate activities and procedures designed to ensure a successful program.
- Develop, adapt, implement and assess elementary, middle school, and/or high school curriculum.
- Seek appropriate resources
- Create and maintain a strong and cooperative working relationship with other agencies, institutions

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of higher learning, committees, boards and interested groups and individuals.

- Make presentations to students, school staff, community-based organizations, the business community and others who are interested in and may be of assistance
- Communicate effectively both orally and in writing.
- Utilize creative ideas and descriptive language in promoting MTSS and AVID and expressing a view point or policy position.
- Develop reporting procedures in order to document, evaluate and make recommendations regarding the effectiveness of programs that have been developed.
- Stand, sit or walk for extended periods.
- Utilize technology and operate computers and computer programs

**EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Five years successful full-time K-12 teaching experience including experience in school and community leadership roles which required public speaking and organizational tasks and involvement in community collaborations.

Education:

Possession of a baccalaureate or higher degree from an accredited college or university with emphasis in elementary or secondary education, instructional technology, a field directly related to the assigned instructional program or activity, a subject matter field commonly taught in grades K-12, and/or closely related field areas.

**OTHER REQUIREMENTS**

Certification Requirement

Possession of a valid California teaching credential based on a baccalaureate degree and a teacher preparation program, including student teaching.

License Requirement

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment

Insurability by the District's liability insurance carrier.