

**Job Description**

**Job Summary:**

Under the supervision of the Administrator of the program and/or designee, the Teacher on Special Assignment (TOSA) will serve as a mentor and resource, working hand-in-hand with teachers to provide comprehensive support, coaching and training in all instructional areas. This pos

**Knowledge of:**

- effective strategies for teaching adult learners.
- cognitive coaching methods.
- best practices for student engagement.
- assessment tools and strategies to evaluate student progress.
- computers and applicable educational programs and applications.
- adopted curriculum and research-based strategies to improve student outcomes.
- federal, state, and local special education rules and regulations.
- special education student information systems.

**Ability to:**

- work cooperatively and collaboratively with administration, teachers, and support staff.
- gather, analyze, and interpret data to formulate a professional development plan.
- communicate the results of program evaluation and offer recommendations to administration.
- lead professional development sessions, workshops, and training programs effectively to inspire and empower educators.
- be flexible and adapt to the needs of the educators and/or program.

**Experience Required:**

Minimum of five (5) years of successful teaching experience required.

**Education Required:**

- Bachelor's degree.
- Valid California Clear Teaching Credential.

**Other Requirements:**

- EL authorization.
- Department of Justice and FBI Fingerprint Response upon hire.

**FLSA Status:** Exempt

December 2023

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.