



Gridley Unified School District

POSITION DESCRIPTION

Job Title:	District Teacher on Special Assignment (TOSA): Curriculum and Instruction Support	Work Year:	193 Days
Reports To:	Superintendent	Salary Range:	Commensurate with step and column on Certificated Salary Schedule for 193 Days

PRIMARY FUNCTION:

Under the direction of the Superintendent, the District Teacher on Special Assignment: Curriculum and Instruction Support will support the Curriculum and Instructional Technology Department. The TOSA will assist with the coordination and implementation of Common Core State Standards, Integration of Technology into Instruction, Services for English Language Learners, Professional Development, assessment program monitoring in the district, management of student data, initiatives on the District's technology implementation plan and other duties as determined by the Local Control Accountability Plan and District goals.

ESSENTIAL DUTIES:

Classroom Support:

- Collaboratively work with teachers, administrators and on-site Teachers on Special Assignments to provide coaching and guidance on Common Core State Standards lesson and unit design
- Assist Site Teachers on Special Assignments to provide classroom modeling on the implementation of Common Core lessons in the classroom and district-wide
- Coordinate district-wide coaching and guidance on ELL lesson and unit design
- Assist site Teachers on Special Assignments to provide classroom modeling on the implementation of ELL strategies and lessons in the classroom

Management of district assessment programs:

- Collaborate with teachers, administrators and Teachers on Special Assignment for the review, selection, adoption and ordering of instructional materials
- Attend state/county meetings and webinars on state testing programs (SBAC, CAHSEE, CELDT, etc)
- Work with sites and district office personnel to ensure assessments are implemented with fidelity
- Monitor district assessment calendar
- Supervise dissemination and collection of assessment materials
- Train staff on assessment protocols, assessment administration and interpretation
- Collaboratively work with teachers to develop refining district benchmark assessments

Leadership, support and assistance to school sites in data collection and interpretation:

- Collect disaggregated data reports
- Assist sites in the effective use of a data management system and other benchmarking and data management systems
- Collaboratively work with Superintendent and site administrators and staff to interpret assessment data (state and district created) and design appropriate instruction/intervention
- Work with teachers and administrative staff to develop, implement and integrate technology into classroom instruction for increased student achievement
- Coordinate meetings related to curriculum, instruction and technology
- Support ongoing implementation of Common Core State Standards to include instructional support

and coaching to teachers and site administrators as needed

- Coordinate and monitor district-wide evaluation of the success of resources and materials as reflected by student achievement, including analysis and reports on student performance
- Evaluate district-wide instructional technology programs for the purpose of providing recommendations for the integration of technology into the curriculum

Support and assistance to school site to develop services for academically at-risk students:

- Assist in the identification of at-risk students. Determine assessments or current benchmark information that could be used for a referral and identification system for students in need of intervention
- Work with sites to track student progress and academic achievement of students participating in interventions

Support District's Educational Technology Initiatives:

- Assist and support professional development efforts related to technology integration
- Oversee the implementation of district software and data management systems from an educational perspective, such as a data management system, Illuminate, APEX Learning, Google Platform, etc.
- Design, collect resources, and support implementation around instruction in cyber safety and digital citizenship
- Collaborate with Technology Supervisor and Technology Team to oversee and implement the district's technology initiatives
- Performs other duties as assigned

KNOWLEDGE AND SKILLS REQUIRED:

- Working knowledge of the structure and shifts in Common Core State Standards and district and state assessments and application of Professional Learning Communities
- Knowledge of and facility with technology and district programs such as: the data management system, Google Platform and Apps for Education, Aeries, APEX, Illuminate
- Ability to use a data management system and DataQuest to collect, analyze and report on student and staff data
- Ability to work collaboratively with peers and administrators

EDUCATION AND EXPERIENCE:

- Minimum five (5) years teaching experience
- Strong curriculum and instruction background
- Experience in professional development, training, coaching and facilitation in support of teachers
- Strong understanding of district-specific technology
- Experience with Professional Learning Communities

DESIRED CHARACTERISTICS:

- Strong organizational skills, task analysis, and analytical skills
- Strong ability to use technology effectively in communication, project design and delivery of professional development
- Excellent presentation and communication skills, both written and oral
- Able to facilitate large and small groups
- Strong leadership and communication skills
- Instructional coaching and/or Teacher on Special Assignment experience preferred
- Valid California Multiple Subject Credential and Single Subject Credential (any subject) preferred
- Bilingual in Spanish preferred

LICENSES REQUIRED:

- Valid California Teacher Credential with English Learner authorization
- Valid California driver's license

WORKING CONDITIONS:

- Office environment; driving a vehicle to conduct work; constant interruptions; classroom environment; multitasking of multiple projects simultaneously.

PHYSICAL ABILITIES:

- Sitting for extended periods; hearing and speaking to communicate and exchange information; using the telephone for extended periods; sufficient vision to assure accuracy of reports and documents; dexterity of hands and fingers to operate a computer terminal and office equipment; lifting light to medium weight objects; kneeling, bending at waist, and reaching to maintain and retrieve files.

BOARD APPROVAL: March 1, 2017