

**Job Description****Job Summary:**

Under the supervision of the site principal and/or designee, serve as a mentor and resource, working hand-in-hand with teachers to provide comprehensive support, coaching and training in all instructional areas. This position will focus on strengthening instructional strategies, elevating student engagement, and refining assessment techniques to effectively meet the diverse learning needs of all students. The TOSA's mission is to empower educators by offering guidance and professional development that enhances their ability to create inclusive and impactful learning environments for students with unique learning profiles.

**Essential Duties:**

- Develop positive and supportive relationships with staff, administration, students, and families.
- Support teachers in all areas of instructional strategies, student engagement, assessment and curriculum.
- Communicate with students, parents, and guardians for the purpose of providing information on student progress, schedules, and recommendations related to student learning.
- Assist in the development of the master schedule appropriate to meeting the needs of the students.
- Assist in the registration, placement, articulation activities, and orientation of new students, including those transitioning from feeder schools.
- Provide research, tools, and resources to support teachers.
- Create, plan, and facilitate regularly scheduled coaching meetings for educators.
- Conduct workshops, training sessions, and in-service programs to equip teachers and support staff with effective strategies for diverse learning needs.
- Provide ongoing support and mentorship to educators, sharing best practices and innovative teaching methodologies.
- Provide consultation and guidance to educators on adapting and modifying curriculum to best meet student needs.
- Develop and model strategies to enhance student engagement, differentiation, and active participation in the learning process.
- Collect, analyze, and plan professional development opportunities based on formative assessment.
- Teach or team-teach model lessons to build capacity and enhance skills for all educators.
- Maintain and monitor an information system that supports department goals.
- Participate in professional learning opportunities to enhance skill set.
- Work with the administrator to develop a program to promote school pride, collective responsibility, and a culture of academic excellence.
- Collaborate with various departments to develop, review, and refine curriculum materials.
- May provide coverage for teachers as necessary.
- Perform other related duties as assigned.

Responsibilities include: following standardized practices and or methods; leading, guiding, and/or coordinating others; assisting school leadership with conducting professional development to support building the capacity of teachers and support staff. Utilization of resources from other work units may be required to perform the job's functions. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 40% sitting, 20% walking and 40% standing. The job is performed under minimal temperature variations.

**Skills to:**

- provide effective coaching/mentoring and guidance to educators.
- build rapport and develop trusting relationships with all stakeholders.
- provide direction to teachers, support staff, students and families.
- analyze data, develop, coordinate, and deliver appropriate professional development based on needs.
- set short- and long-term goals for professional development.
- collaborate and communicate effectively both orally and in written form.
- proficiently teach methodologies tailored to diverse learning needs.

**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.

**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 Teaching Credential.

**Other Requirements:**

- Valid California driver's license and proof of automobile insurance.
- EL authorization.
- Department of Justice and FBI Fingerprint Response upon hire.

**FLSA Status:** Exempt

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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.