



PASADENA UNIFIED SCHOOL DISTRICT
351 SOUTH HUDSON AVENUE
PASADENA, CA 91109

Teacher on Special Assignment I-Magnet School Site Certificated Job Description

EMPLOYMENT
IN
THE
PASADENA
UNIFIED
SCHOOL
DISTRICT

“An
Equal
Opportunity
Affirmative
Action
Title IX
Employer
encourages
qualified
men and women
including those
with disabilities
to apply for
positions.”

Human Resources

PASADENA
UNIFIED
SCHOOL DISTRICT

351 S. Hudson Ave.
Pasadena, CA 91109
(626) 396-3600

SALARY: Placement on the teacher's salary schedule based on education and experience teacher with a 1.15 ratio

WORK MONTHS: 11 months

DESCRIPTION:

The Magnet Schools Site TOSA II Coordinator assists the Principal with the creation and implementation of the School's Magnet Schools Program. The Magnet Schools TOSA II is responsible for the recruitment of students at the two elementary (Washington Accelerated for STEM), Jackson(for STEM and Dual Language)) and two middle magnet schools (Eliot for VAPA, and Washington Middle for STEM)), public relations related to the magnet schools program, managing the curriculum development and implementation of the magnet theme at the magnet school, budget oversight, data analysis of academic and desegregation information, grant evaluation in collaboration with the grant-funded evaluator, and coordinating the magnet steering committee meetings.

MAJOR DUTIES AND RESPONSIBILITIES:

- Provide effective leadership and communication in area(s) of assignment.
- Actively participate in the process of planning, coordinating, and evaluating activities related to the magnet schools.
- Coordinate, plan and conduct programs that build capacity for instructional effectiveness.
- Create effective communication between schools to gather, access, and disseminate pertinent information, including research-based development.
- Provide assistance regarding development and implementation of effective educational programs.
- Advise and assist proposed schools in the acquisition and utilization of instructional materials.
- Performs other duties as assigned.

REQUIREMENTS:

- Must possess and maintain a valid California Credential
- Must possess a CLAD

APPLICATION PROCEDURE:

It shall be the responsibility of the candidate to provide the following documents:

A resume;

A completed online application form;

Transcripts; and

Three letters of recommendation, one (1) of which shall be from the prior/immediate supervisor