



## Job description

### Teacher on Special Assignment (TOSA)

Under the direction and supervision of the site principal, the TOSA serves outside the classroom setting for assignments determined by the needs of our charter schools. Specific areas of assignment typically include, but are not limited to, principal support, teacher support, student support, and curriculum and program improvement. The TOSA is an experienced professional educator who fosters a culture of collaboration and provides assistance to the site principal on the general operations of the school as directed.

### POSITION RESPONSIBILITIES

- Plans cooperatively with site principal in the design, development, and delivery of all assigned projects or programs
- Supports teachers in all areas of classroom instruction and environment, including instructional strategies, student engagement, classroom management, assessment, and curriculum
- Knowledge of principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of high school students
- Demonstrates involvement in school, classroom, and community activities working toward continual improvement
- Assists site principal with setting goals for improved instruction
- Assists site principal with classroom supervision and substitute teaching coverage when needed
- Attends and actively participates in professional development and continuing education opportunities
- Develops, plans, prepares, and facilitates professional development opportunities
- Plans and conducts necessary meetings related to the special assignment
- Responsible for receiving, distributing, and replying to special assignment communications
- Provides research, tools, and resources to support teachers and administrators
- Assists with student supervision, as needed
- Provides coverage and classroom support for teachers, as assigned daily
- Other duties as assigned

### OTHER REQUIREMENTS

Ability to:

- Express facts and ideas clearly and concisely, both orally and in writing
- Multitask efficiently and effectively
- Organize and prioritize projects



- Prioritize tasks and responsibilities

## **EDUCATION/TRAINING/EXPERIENCE**

- Valid secondary teaching credential
- Bachelor's Degree required, Master's Degree preferred
- Bilingual in Spanish, preferred but not mandatory
- Strong knowledge of GSuite and MS Office

## **COMPENSATION**

Job Type: Full-time

Placement on the teacher's salary schedule based on education and experience.

Benefits:

- CalSTRS Retirement
- Dental insurance
- Health insurance
- Life insurance
- Vision insurance

## **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TFHE is an equal employment opportunity employer committed to maintaining a non-discriminatory work environment. TFHE does not discriminate against any employee or applicant for employment based on race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by applicable law.