

Teacher on Special Assignment (TOSA) Student Services

Placentia-Yorba Linda Unified School District

APPLICATION DEADLINE: Thursday, August 18, 2022 at 4:30 p.m.

SALARY: Placement on the Teacher's Salary Schedule

WORK YEAR: 2022-2023 School Year

DIRECTLY RESPONSIBLE TO: Assistant Superintendent of Executive Services

JOB SUMMARY: Under the direction of the Assistant Superintendent of Executive Services, this position provides leadership and guidance in the implementation of district-wide student services including Comprehensive Safe Schools, attendance enhancement, and student engagement. The TOSA will develop and oversee programs relating to TK-12 discipline, district-wide Saturday School program, International Student Program. Additionally, the TOSA will serve as the District's 504 plan coordinator.

BASIC QUALIFICATIONS

- A. Minimum of three years of successful teaching or counseling experience
- B. A valid PPS or teaching credential required
- C. Demonstrate leadership, coaching and effective communication
- D. Master's degree preferred
- E. A valid passport or ability to obtain a passport required

RESPONSIBILITIES

- A. Plan, organize and coordinate the District attendance and student engagement functions and activities.
- B. Plan, organize, and conduct workshops, clinics, and a variety of staff development and training activities pertaining to attendance, school climate, pupil engagement, interventions and safe school programs.
- C. Confer with counsel, and advise instruction personnel concerning attendance, discipline, emergency management, school climate and pupil engagement methods, techniques, and strategies.
- D. Serve as the District liaison to School Attendance Review Board (SARB) and other community resources.
- E. Provide support to school sites on the development of social, emotional, behavior and attendance support to enhance student outcomes.
- F. Collaborate with school principals to support safe schools and promote a positive school culture.
- G. Research and develop Restorative Justice Techniques to engage students in positive behavioral interventions, improving student outcomes.

- H. Partner with Educational Services staff on the tracking of student outcomes and the conditions for learning to properly report data entry in CALPADS.
- I. Plan, organize and implement the policies, regulations, and operational procedures pertaining to the pupil attendance, support services, mental health, discipline and behavioral interventions.
- J. Refer parents and specifically involved children to appropriate social service, interventions, behavior supports, mental health services and other youth service agencies.
- K. Analyze student data from AERIES to prepare reports on student discipline, attendance and course completion to determine necessary student support services
- L. Collaborate with the Technology Department to certify data and track student cohort data related to CALPADS and student climate data.
- M. Plan and support Saturday School programs at various school sites.
- N. Serve as District liaison to provide support and coordination of the International Student program.
- O. Serve as the District's 504 plan coordinator.

APPLICATION PROCEDURE

- Letter of intent addressed to: Rick Lopez, Assistant Superintendent of Human Resources
- Current Resume
- Three Letters of Recommendation

METHOD OF APPLICATION: Properly certificated applicants interested in applying for this position must submit an online application along with the required documents and/or attachments through EdJoin at <https://www.edjoin.org/pylusd> or through our website at <https://www.pylusd.org/jobs>.

This school district/County Office does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, gender, mental or physical disability, sex orientation, genetics, or any other basis protected by federal, state or local law, ordinance or regulation, in its educational program(s) or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which an application has been made.

If you need a reasonable accommodation to participate in the hiring process, Placentia-Yorba Linda Unified will provide you with one upon notice.