

**Teacher on Special Assignment (TOSA)
Student Services**

Placentia Yorba Linda Unified School District

APPLICATION DEADLINE: **Open Until Filled**

JOB SUMMARY: Under the direction of the Director of Student Services, this position provides leadership and guidance in the implementation of district-wide student and pupil services including Enrollment/Transfers, Comprehensive Safe Schools, Attendance Enhancement and other Student Services related tasks.

BASIC QUALIFICATIONS:

- A. Minimum of three years of successful teaching or counseling experience.
- B. Demonstrate leadership, coaching and effective communication.
- C. Master's degree desirable.

RESPONSIBILITIES:

- A. Organize, coordinate, and support the District Interdistrict and Intradistrict transfer process.
- B. Track and monitor student enrollment data.
- C. Provide support to school sites on the enrollment and transfer of students within and out of District.
- D. Support District attendance and student engagement functions and activities.
- E. Partner with Educational Services & Human Resources staff on the tracking of student outcomes and the conditions for learning to properly report data entry in CALPADS.
- F. Analyze student data from AERIES to prepare reports on enrollment, student discipline, attendance and course completion to determine necessary student support services.
- G. Collaborate with the Technology Department to certify data and track student enrollment.
- H. Plan, organize and implement the policies, regulations, and operational procedures pertaining to attendance, enrollment, support services, school safety, mental health, discipline, behavioral interventions and other initiatives led by the Student Services department.
- I. Other duties as assigned

SALARY: Placement on the Teacher's Salary Schedule
Starting Salary: \$58,343 – \$82,265 Annually
(Up to 5 years credentialed teaching experience outside the District is accepted for salary placement)

WORK YEAR: 2023-2024 School Year

DIRECTLY RESPONSIBLE TO: Director of Student Services

APPLICATION PROCEDURE:

- Letter of intent addressed to: Dr. Issaic Gates, Assistant Superintendent of Human Resources
- Current Resume
- Three Letters of Recommendation

METHOD OF APPLICATION: PYLUSD certificated employees interested in applying for this position must submit an online application along with the required documents and/or attachments through EdJoin at www.edjoin.org

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.