

**Corona-Norco Unified School District**  
**Certificated Job Description**  
**Teacher on Special Assignment**

**DEFINITION:**

Under the supervision of Educational Services Administration, the Teacher on Special Assignment (TSA) serves to support teachers with instructing and/or providing directed interventions with students in the area of TK-12 instruction. The TSA works collaboratively with classroom teachers in all content areas and uses a variety of current research-based teaching strategies designed to meet the needs of low-achieving students.

**MINIMUM QUALIFICATIONS:**

- Valid CLEAR California teaching credential (including CLAD certification or equivalent);
- Three years of recent classroom experience or equivalent;
- Proficiency with a variety of current educational technologies used for instruction;
- Overall evaluations satisfactory or better in all areas.

**DESIRED QUALIFICATIONS:**

- Experience as a team leader, leadership team, or intervention teacher;
- Willingness to continue to seek professional development and apply new learning by providing support to teachers and interventions to all students.

**REPORTS TO:** Educational Services

The Assistant Superintendent of Educational Services will notify each TSA by their 35<sup>th</sup> workday who will serve as their immediate supervisor.

**TYPICAL DUTIES & RESPONSIBILITIES:**

- Build trust and engaging relationships with teachers and students.
- Supports teachers by providing targeted, research-based interventions for students.
- Communicate effective classroom practice and current research on teaching and learning.
- Communicate qualities of an engaged, rigorous classroom.
- Assist teachers one-on-one and in small groups to plan, implement, and assess student learning based on California Common Core State Standards including ELD Standards.
- Assist teachers one-on-one and in small groups to fully implement all aspects of the California Standards for the Teaching Profession.
- Facilitate teacher groups in lesson design and lesson implementation.
- Model lessons in classrooms.
- Model and encourage ongoing self-assessment and reflection by teachers.
- Provide non-judgmental, non-evaluative feedback and support.
- Foster collaboration among teachers.
- Construct and deliver Professional Development for teachers at CNUSD schools, K-12, under the supervision of the Curriculum and Instruction Director of Professional Development.
- Facilitate the acquisition of materials, resources, and equipment for instructional use.
- Support specific instructional projects at school sites.
- Attend scheduled meetings to support implementation of instructional program.

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- Participate in staff development.
- Provide support to teachers in the implementation of Benchmark Assessments and Curriculum Guides.
- Collect and disseminate data to the schools and district.
- Other duties as assigned by immediate supervisor.

**KNOWLEDGE OF:**

- California Common Core State Standards and ELD Standards
- Best practices in integrating technology into the classroom
- Best practices in providing reading and writing instruction to students
- Current research-based practices to improve student achievement and accelerate learning
- Data analysis and implications for program development

**ABILITY TO:**

- Establish and maintain productive collaborative relationships with others.
- Analyze and interpret assessment results for the purpose of designing and modifying instruction.
- Use and share a variety of instructional strategies; apply knowledge of methods of supporting and extending instruction.
- Ability to read, write, speak and understand the academic vocabulary necessary for grades TK – 12.

**PHYSICAL AND MENTAL DEMANDS:**

- Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must regularly lift 10-15 pounds and occasionally lift and/or move 20-40 pounds.

**OTHER REQUIREMENTS:**

- Requires use of personal automobile and the possession of a valid California Driver License and, upon request, proof of current and appropriate auto insurance coverage.

**TERM LENGTH:**

- Each TSA will be evaluated in their first year and every other year thereafter.