

**Teacher on Special Assignment (TOSA) Job Description  
(MTSS TOSA)\*(Math TOSA)\*(ELA/ELD TOSA)\*(SEL TOSA)**

**Basic Function:** The Teacher on Special Assignment (TOSA) will assist in implementation of the NUSDs Multi-Tiered Systems of Support (MTSS) (academic and social emotional) with an emphasis in curriculum, assessment, instruction, social and emotional learning, professional development, and community development initiatives. The overall duties of this role have been made to specifically support ELA/ELD and Math CCSS implementation, Social Emotional Learning, and Social Justice.

**Essential Job Functions (may include, but not limited to the following)**

- Curriculum planning and coordination
- Planning and delivering staff development
- Coaching teachers, site leaders in content and effective professional development facilitation
- Using data to adjust practice and supports for schools and teachers
- Supporting grade level and building team decision making using student and school data
- Conducting classroom walkthroughs to inform decisions, monitor alignment
- Supporting implementation and development of Curriculum Alignment Guides (CAGs)
- Reviewing instructional materials and software aligned to standards.
- Supporting district's implementation of positive Behavioral Interventions and Supports (PBIS)
- Developing differentiated lesson plans and materials for students to account for individual needs in meeting standards
- Assisting in the development and implementation of the school's MTSS program (academic and social-emotional)
- Conducting demonstration lessons
- Developing literacy standard implementation in the content areas
- Coordinating schedules that facilitate access for the TK-5 span to reading and technology literacy
- Coordinating education nights or other related activities
- Collaborating with site, district and outside teachers and professionals for program development
- Proficiency in data analysis for student success (training will be provided)
- Other duties as assigned

**Qualifications**

Applicants should possess a valid credential and have demonstrated site and/or district leadership, experience as a presenter, familiarity with curriculum and software, initiative, flexibility, organizational skills and a desire to assist classroom teachers to implement Common Core State Standards. Proficiency in technological presentation skills is highly desired.

