

# Grass Valley School District

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<b>POSITION TITLE:</b>	<b>TEACHER ON SPECIAL ASSIGNMENT</b>
<b>SALARY PLACEMENT:</b>	<b>CERTIFICATED SALARY SCHEDULE: 186 DAY EMPLOYEE</b>
<b>REPORTS TO:</b>	<b>SITE PRINCIPAL</b>

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## **BASIC FUNCTION**

Under the direction of the Superintendent, Assistant Superintendent, Principal, or Vice Principal, the Teacher on Special Assignment (TOSA) will assist in implementation of the GVSD's Multi-Tiered Systems of Support (MTSS) initiative with an emphasis in curriculum, assessment, instruction, social and emotional learning, professional development, and PLCs. The overall duties of this role have been made to specifically support implementation of MTSS and related functions.

## **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are 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 Essential Standards and Common Assessments
- 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
- Conducting demonstration lessons
- 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
- 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.

## **LICENSES AND OTHER REQUIREMENTS:**

- Valid Teaching Credential for appropriate level of instruction and/or subjects.
- Valid California driver's license.
- TB test clearance.
- Criminal Justice fingerprint clearance.

**TEACHER**

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Exhibit manual dexterity to dial a telephone, to enter data into a computer, and to perform classroom tasks using both hands.
3. See and read printed matter with or without vision aids.
4. Hear and understand speech at normal classroom levels, outdoors and on the telephone.
5. Speak so that others may understand at normal classroom levels, outdoors and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 1 to 20 pounds to waist height.

**Endurance**

**Minutes At One Time**

**Total Hours In An 8-Hour Day**

Sit	0-30 min.	3-5
Stand	0-5 min.	0-2
Walk	0-5 min.	3-5
Drive	0-30 min.	0-2
Keyboarding	0-5 min.	1-4

	NVR 0%	RARE 1-5%	SELD 6-19%	OCCAS 20-33%	FREQ 34-66%	CONT 67-100%
<b>LIFT</b>						
1 - 10 lbs.						X
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75		X				
76 - 100		X				
<b>CARRY</b>						
1 - 10 lbs.					X	
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75		X				
76 - 100		X				
<b>PUSH</b>						
1 - 10 lbs.			X			
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75		X				
76 - 100		X				
<b>PULL</b>						
1 - 10 lbs.			X			
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75		X				
76 - 100		X				

	NVR 0%	RARE 1-5%	SELD 6-19%	OCCAS 20-33%	FREQ 34-66%	CONT 67-100%
Bend/Stoop					X	
Twist				X		
Crouch/Squat				X		
Kneel			X			
Crawl		X				
Walk-Level					X	
Walk-Uneven		X				
Climb Stairs		X				
Climb Ladder		X				
Reach Shoulder			X			
Use Arms						X
Use Wrists						X
Use Hands						X
Handling						X
Fingering					X	
Foot Control				X		
<b>ENVIRONMENT</b>						
Inside						X
Outside				X		
Heat	N	O	R	M	A	L
Cold	N	O	R	M	A	L
Dusty	N	O	R	M	A	L
Noisy	N	O	R	M	A	L
Humid	N	O	R	M	A	L
<b>HAZARDS:</b>	<b>Blood Borne Pathogens X</b>					
Mechanical	Radiant		Explosive			
Burns	Electrical		Other			

**TEACHER**

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Grass Valley School District is an equal opportunity employer and prohibits unlawful discrimination and/or harassment of district employees, job applicants, in educational programs and activities based on any legally protected characteristics, actual or perceived, including, but not limited to: race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, sex, sexual orientation, gender, gender identity or gender expression or association with any of the aforementioned protected group statuses. 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 application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability. The Grass Valley School District prohibits sexual harassment and maintains a tobacco-free, drug-free environment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent or designee.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I, \_\_\_\_\_ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date