



Teacher on Special Assignment
School Literacy
Job Description

Department:	Education
Reports To:	Assistant Director of Intervention
FLSA Status:	Exempt
Job Classification:	Certificated
Pay Range:	ToR Salary Schedule
Work Schedule:	11 months
Position Location:	Remote Office

Job Summary: *Under the direction of the Assistant Director of Intervention, the TOSA of School Literacy will facilitate the successful design, coordination and implementation of instructional school literacy programs. The TOSA will be responsible for support, training and consultation, to administrators, and teachers to facilitate participation in the program. The TOSA will perform a variety of technical tasks relative to assigned areas of responsibility.*

Qualifications (Determined by the Employer):

- A valid, current, and appropriate California state teaching credential for teaching staff. A copy of Teaching Credential to be provided and kept current.
- Bachelor's Degree

State and Federally Mandated Qualifications:

- Hold and maintain a valid California Driver's License; proof of automobile insurance; and full time use of a dependable automobile that is insured pursuant to California regulations.
- State and federal background clearance (LiveScan) to work with students (Education Code Section 44237). No prospective employee can report to work without this clearance being received and Human Resources notifying the immediate supervisor of this clearance.
- Proof of a clear TB test dated within the last 60 days (Education Code Section 49406) upon employment and thereafter updated every four years.
- Valid California Driver's License.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides early intervention and literacy programs for pupils in preschool to grade 3

- Create an online school virtual library and develop relationships with local public libraries to ensure access to program students.
- Supports expanded learning opportunities and programs in relationship to literacy.
- Provides instruction and services consistent with the California Community Schools Partnership Act.
- Provides tutoring or one on one small group instruction and support.
- Identifies and address barriers to learning to support literacy program learners.
- Provides additional academic services for pupils, such as diagnostic, progress monitoring, and benchmark assessments of pupil learning.
- Develops and implements interventions for pupils in need of targeted literacy support.
- Develops a school literacy plan that includes goals and actions to improve literacy, acquisition for pupils in preschool, if applicable, and kindergarten or any of grades 1 to 3, inclusive.
- The plan shall identify metrics to measure progress toward the goals and actions.
- Acts as literacy coach and reading specialist to support educators and pupils in improving literacy instruction and pupil outcomes.
- Increases access to evidence-based literacy instruction, through strategies, including, but not limited to, any of the following:
- Develops and implements culturally responsive curriculum and instruction.
- Provides professional development for ToR's and school leadership in literacy instruction and the use of data to identify and support struggling pupils.
- Provides professional development for ToR's and school leadership regarding implementation of literacy curriculum and its framework.
- Establishes an evidence-based family literacy initiative, which includes:
 - Family literacy plans that identify literacy and biliteracy goals, benchmarks, and roles for all family members.
 - Virtual visits to engage families in how to best support their pupils and every family member in reaching their literacy goals.
 - Extended-day programs, family institutes related to literacy and biliteracy.
 - Public and Virtual School library partnerships, including digital tools to support whole family literacy.

Advice and Support:

The TOSA is expected to serve students with varying needs. A broad base of educational knowledge as well as a thorough understanding of educational intervention strategies is necessary. This knowledge must include, but is not limited to, familiarity with the following:

- Common Core state standards
- Curricular options to meet the standards
- Varying learning styles and teaching philosophies
- Intervention subscriptions, supplemental curriculum, etc
- Distance learning

Intervention teacher responsibilities:

- Demonstrate proficiency in literacy curricula.
- Prepare lesson plans for small group instruction.

- Provide small group instruction; analyze & document student progress or lack thereof throughout the course.
- Administer student assessments as advised.
- Attend team meetings.
- Communicate with the team to provide coverage and substitute plans in case of an absence.
- Foster supportive and professional relationships with students & parents alike.
- Maintains professional competence through in-service educational activities provided by the school and other professional growth activities.
- Document and report to the school's management all formal disciplinary actions involving students; supporting management with addressing and resolving complaints from students and parents in a timely manner; ensuring compliance with the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act).

Other Duties:

Any an all other duties assigned by the supervisor including but not limited to:

- Document and report to the school's management all formal disciplinary actions involving students; supporting management with addressing and resolving complaints from students and parents in a timely manner; ensuring compliance with the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act).
- Respond to all school related written correspondence, phone calls, voicemails, and emails within 1 business day.
- Represent the school at community events.
- Attend professional development.

Abilities:

- Complies with all Excel Academy Policies and Procedures as outlined in Employee Handbook and all other formal Excel Academy Policy and Procedure documents.
- Travel as required
- Ability to work overtime as assigned if applicable.
- Proficient in utilizing information databases such as Google, Microsoft Office applications and a variety of web-based applications.

Physical and Environmental Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting or standing for extended periods of time
- Lifting objects up to 50 pounds with or without assistance
- Noise level is generally moderate
- Meetings conducted in public and private settings
- Indoor and outdoor in varying temperatures
- Employee must have available transportation and be able to drive up to 100 miles in a day

Employee Acknowledgement:

The above job description is not intended to be an all-inclusive list of duties and standards of the position.

Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Incumbents will disclose all other employment if applicable and agree to not work for a competing charter. Furthermore, if it does so without disclosing, can be terminated.

Employee Signature

Printed Name

Date