



**Teacher on Special Assignment
MTSS (Multi-Tiered System of Support)**
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 MTSS will facilitate the successful design, coordination and implementation of MTSS programs including but not limited to: academic intervention, social emotional learning (SEL), English language development (ELD), positive behavior intervention (PBIS), gifted & talented education (GATE) and homeless, migratory & foster youth. The TOSA will be responsible for support, training and consultation to administrators, teachers, and parents,, 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/or identification of students who would benefit from the program (GATE, PBIS, SEL, ELD, academic intervention, etc.)
- Develops and implements culturally responsive programs.
- Develops relationships with local agencies to support the program/s assigned and supports expanded learning opportunities and programs in relationship to the specific program/s assigned.
- Provides instruction and services consistent with the California Community Schools Partnership Act.
- Focuses on community outreach in various regions (San Diego and Orange County) to build awareness of EACS school MTSS programs and to encourage literacy support (work alongside the Director of Assessment and Accountability).
- Provides tutoring or other one on one small group instruction and support.
- Identifies and addresses barriers to student success in the program.
- Develops and implements interventions for pupils in need of additional support.
- Develops a school plan that includes goals and actions to improve the assigned MTSS program/s, The plan shall identify metrics to measure progress toward the goals and actions.
- Acts as program coach to support teachers, parents, and students to improve pupil outcomes.
- Provides professional development for ToRs and school leadership regarding the implementation of the assigned program/s, and the use of data to identify and support pupils for the assigned MTSS program/s.
- Establishes an evidence-based family initiative, which includes:
 - Virtual visits to engage families in how to best support their pupils in their program/s.
 - Extended-day programs, family institutes related to MTSS programs.

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 curricula/programs.
- 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

*TOSA MTSS Job Description
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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 and 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

