



Teacher on Special Assignment
College Credit/Intervention Program
Job Description

Department: Education
Reports To: High School Principal
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 High School Principal, the TOSA of College Credit Literacy programs will facilitate the successful design, coordination and implementation of college credit literacy programs.*

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

- Develops credit-deficient programs that enable pupils to complete graduation or grade level promotion requirements to increase or improve pupils' college eligibility.

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- Ensure pupil access to instruction for credit-deficient programs to complete graduation or grade promotion requirements; and increase or improve college eligibility.
- Provides additional academic services for pupils, such as diagnostic, progress monitoring, and benchmark assessments of pupil learning to understand college eligibility.
- Supports expanded learning opportunities and programs in relationship to college eligibility.
- Provides instruction and services consistent with the California Community Schools Partnership Act.
- Provides tutoring or other one-on-one or small group learning support High School students with credit deficit.
- Integrates pupil support to address barriers to learning and increase college eligibility.
- Providing professional development for ToRs and school leadership in college credit literacy and graduation requirements.

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
- High School Graduation Requirement
- College credit options to meet the standards
- Varying learning styles and teaching philosophies
- Distance learning

Intervention teacher responsibilities:

- Demonstrate proficiency in graduation standards.
- 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.
- Prepare and send student progress reports..
- 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