

LOWELL JOINT SCHOOL DISTRICT
ENGLISH TEACHER/LIBRARY
TEACHER ON SPECIAL ASSIGNMENT (TOSA)



DEFINITION

Under the direction of the Intermediate School Principal, the Teacher on Special Assignment (TOSA) – English Teacher/Library will assist by serving as an English Teacher and Library Media supervisor at the Intermediate School level.

REPRESENTATIVE DUTIES

Engage students in 21st century learning by connecting students' prior knowledge, life experiences and interests with learning goals using a variety of instructional strategies and resources to respond to students' diverse needs: facilitate learning that promotes autonomy as well as group interactions and choice and engaging students in grappling, critical thinking and other activities that make subject matter meaningful; promote self-directed reflective learning for all students; Create and maintain an effective environment for student learning: create a physical environment that engages students; establish a climate that promotes fairness and respect; promote social development and group responsibility; establish and maintain standards for student behavior; plan and implement classroom procedures and routines that support student learning; use instructional time efficiently.

Understand and organize matter for student learning: demonstrate knowledge of subject matter content and student development; organize curriculum to support student understanding of subject matter; interrelate ideas and information within and across subject matter areas; develop student understanding through instructional strategies that are appropriate to the subject matter; use materials, resources and technologies to make subject matter accessible to students.

Plan instruction and design learning experiences for all students: draw on and value students' backgrounds, interests and developmental learning needs; establish and articulate goals for student learning, develop and sequence instructional activities and materials for student learning; design short-term and long-term plans to foster student learning; modify/differentiate instructional plans to adjust for student needs; Assess student learning: establish and communicate learning goals for students; collect and use multiple sources of information /data to assess student learning; involve and guide students in assessing their own learning; use the results of assessments to guide instruction; communicate with students, families and other audiences about student progress.

Assist students in the library, individually, in small groups, and by classes; instruct students in library skills. Instruct students in the use of the library computer program; researching and locating materials. Check-out and receive checked-in materials to library; maintain record of overdue materials and send notices to students and teachers; assess and collect fines and fees; create and distribute library cards; maintain library in neat and orderly condition; maintain a variety of reports, records, and logs pertaining to library materials and equipment; perform moderate level clerical functions and provide customer services.

Develop as a professional educator; reflect on teaching/library practices and participate in professional development; establish professional goals and pursue opportunities to grow professionally; work with colleagues to improve professional practice.

Specific duties are based on the nature and location of the assignment: the omission of specific statements of duties does not exclude the duties if the work is similar, related, or a logical assignment to the position. Individuals who hold this position may perform additional duties and additional duties may be assigned.

OTHER RESPONSIBILITIES

- Assure student progress to meet District standards, and adhere to District goals and priorities.
- Participate in faculty meetings and committees.
- Participate in and /or support the sponsorship of pupil activities.
- Perform non-class room supervision when equitable and reasonably assigned.
- Plan and direct the work of volunteers who may assist in the classroom and/or library.
- Perform other related duties as assigned.

KNOWLEDGE OF

- Current principles, theories, practices, methods and techniques used in curriculum development and classroom instruction.
- Classroom procedures and child guidance principals which promote appropriate student conduct and motivation for student learning.
- Applicable sections of the State Education Code, the Standards for the Teaching Profession, and other applicable laws.
- Research methods and report writing techniques.
- Current trends and research concerning the growth and development of children.
- Computer and technology applications utilized in education
- Effective communication skills, good judgment, and sound decision making utilizing interpersonal skills incorporating tact, patience and courtesy.
- Library and media center storage and retrieval methods, terminology, and procedures.
- Library reference materials and resources; including children's literature and District curriculum.
- Operation of a computer and related equipment.
- Inventory and ordering methods and practices.
- Basic record keeping techniques.

ABILITY TO

- Adapt/differentiate plans to meet different needs, learning rates, and instructional levels of pupils.
- Create an instructional program and a classroom environment favorable to learning and personal growth.
- Motivate pupils to develop skills, attitudes, and knowledge needed to provide a good educational foundation in accordance with each pupil's ability.
- Monitor and maintain acceptable student behavior.
- Maintain and establish professional relationships with pupils, parents, colleagues, and supervising staff members.
- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment.
- Analyze data and work with staff on site improvement activities designed to enhance the learning of all students.
- Plan, coordinate, and provide library media services relating to the acquisition, circulation, distribution and recovery of library books, materials, equipment, and other instructional materials.
- Motivate, encourage, and assist students and teachers in the selection and location of library materials.
- Maintain library in a neat and orderly condition.
- Perform clerical duties; establish and maintain effective record keeping procedures.
- Interpret and apply District policies, procedures, laws, rules, and regulations using good judgment in a variety of situations.

MINIMUM QUALIFICATIONS:

- Possession of appropriate Single Subject California Teaching Credential English with CLAD emphasis Language Learner Authorization
- At least five years of English teaching experience
- Possession of a Bachelor's Degree or higher from an accredited institution
- Must meet Federal teacher competency, highly qualified teacher requirements under the Elementary and Secondary Education Act (ESEA)

PREFERRED QUALIFICATIONS

- Library Use Knowledge
- Basic Record Keeping techniques and knowledge of ILS (integrated library systems).

EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Fingerprint clearance for school personnel
- Appearance, grooming, and personality which establish a desirable example for students, staff and parents

PHYSICAL STANDARDS AND WORKING CONDITIONS

The physical demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with different abilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

PHYSICAL DEMANDS

The physical demands of this position include remaining in a stationary position for extended periods of time as well as move or traverse throughout a classroom, school grounds and play yard. Dependent on class/student assignment, the employee will position self appropriately to complete multiple tasks, occasionally transport items of varying sizes or shapes up to 50 pounds across and /or around a classroom or play yard. Positioning self physically to assist students is also required. Employee will operate office and classroom equipment such as computers, projectors, calculator, and other classroom and office productivity machinery. The ability to communicate and exchange accurate information and ideas so others will understand in a noisy environment and locate the source of a sound is crucial. The ability to observe details and inspect a variety of materials as well as monitor student activities is also required.

WORK ENVIRONMENT

While performing the duties of this job, the employee works in several environments including classroom, indoors and outdoors environments. The employee's primary responsibility is working with students in a classroom or instructional environment. Employees in this position may have high level of exposure to infection from students. There is also frequent contact with staff and public and the need to meet multiple demands from several people. The noise level may be moderate to very noisy.

PERIOD OF SERVICE

Work Calendar as adopted by the Board of Trustees

Board Approved:
June 17, 2024