

## **Teacher on Special Assignment for English Language Arts**

### **Job Goals:**

The English Teacher on Special Assignment (TOSA) is under the direction of the Site Principal. S/He will assist in the implementation of English standards, and will include planning, developing, and implementing programs to support English teachers at their site.

### **Performance Responsibilities and Duties:**

- Assess and identify students for proper placement in English courses.
- Collaborate with intervention-course teachers to determine any course changes.
- Schedule assessments to monitor student progress as needed.
- Support the implementation and analysis of Common Formative Assessments for core departments.
- Create and distribute CFA reports to support departmental Professional Learning Communities (PLCs).
- Provide support and/or training utilizing district-wide approved software.
- Develop English curriculum as requested.

### **Desired Qualifications:**

- Interpersonal skills in relating to and understanding the needs of teachers.

### **Required Qualifications:**

- Have a minimum of five (5) years of successful classroom teaching experience.
- Possess a valid California Single-Subject credential in English.