

Salome Elementary School: Job Description

Job Title: Teacher on Special Assignment (TOSA)

Reports to: Principal/Superintendent

Salary: Per Salome Elementary Salary Schedule for Certified Teachers

Supervises: None

Job Summary: The Teacher on Special Assignment serves outside the classroom setting for assignments as determined by the needs of the district and specified by the Superintendent. Specific areas of assignment could include, but are not limited to, teacher support; student support; and/or program development and support. The TOSA is expected to demonstrate leadership in the organization and assist with school improvement efforts.

Essential Duties of the Position:

This list is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Assist in opening/closing of school year
- Assist in staff development
- Assist with general clerical duties of school
- Assist with recruitment and retention of staff
- Assist in student discipline and student supervision throughout the school
- Assist in implementing behavior management system
- Assist in data analysis
- Assist in program evaluations
- Maintain positive relations with parents, parent groups, volunteers and outside agencies
- Coordinates activities and/or facilitates supervision of after school programs and/or athletics
- Other responsibilities as needed to assist the principal and building staff

Marginal Duties of the Position:

TOSA may perform some or all of the following tasks. Other duties may be assigned.

- Field Trip Coordinator
- Parent Liaison
- Public Records Requests
- Testing Proctor

Special Requirement of the Position:

- Ability to assume functions of the principal during absence
- Good working knowledge of leadership skills with students, staff, and community

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities associated with the job. The school district may add to, modify, or delete any aspect of this job at any time as it deems advisable.