



RIVERSIDE UNIFIED SCHOOL DISTRICT

**TITLE: TEACHER ON SPECIAL ASSIGNMENT (TOSA) -
Attendance and Student Support**

WORK YEAR: 185 Work Days

EDUCATION AND EXPERIENCE:

- California Multiple Subject or Single Subject Teaching Credential with English Learner Certification
- Minimum of three years of successful teaching experience at the elementary and/or secondary level
- Valid California Driver's License

PRIMARY FUNCTION:

This assignment will be working as a Teacher on Special Assignment (TOSA) under the direction of the site administrator. The primary responsibility will be to assist in supporting student's attendance at school on a daily basis and provide supports for students to assist them in being successful in school and making progress towards graduation.

AREAS OF RESPONSIBILITY:

- Demonstrate knowledge of District attendance and graduation requirements.
- Assist the Assistant Principal with SART meetings at the school site
- Focus on Educational Equity and School Engagement as it relates to chronic truancy and chronically late students.
- Assist in the coordination of school wide Tardy Policy.
- Analyze attendance data and communicate with parents in conjunction with Assistant Principal and teachers as it relates to student attendance and academic progress.
- Facilitate the Parent Home Visit: Conduct home visits, train and coordinate staff to conduct home visits.
- Assist with academic interventions: tutoring, grade checks, etc.
- Works closely with Assistance Principal of Guidance and Discipline, Counseling staff including SAP Counselor as well as other staff to design activities to engage students academically schoolwide as well as individually.
- Mentor student groups.

- Collaborate with peers to enhance the instructional environment, build professional skills through participation in Professional Learning Communities, to build and increase student attendance and academic achievement.
- Work with grade level teams/departments to analyze data and develop a plan that supports student learning including English Learners and other significant student groups.
- Support the vision and mission of the school and district.
- Implement and provide assistance on the Guide for Instructional Design.
- Work collaboratively with the site administrator/department manager to ensure implementation of district wide and school wide goals.
- Support school and District improvement initiatives.
- Support educational equity, engagement and motivation as it relates to academic performance and achievement of unduplicated students.
- Assist with the implementation of all state content standards and district-adopted materials to ensure fidelity of program.
- Plan activities that offer differentiated learning experiences based on the level and needs of all students.
- Engage in continuing professional growth and keep abreast of recent developments and practices in education.
- Attend and/or plan parent meetings or trainings.
- Coordinate and conduct staff home visits
- Conduct student conflict resolution and mediation.
- Other related functions may be assigned.

Ability to:

- Work independently with little direction
- Maintain professional and positive relationships with students, colleagues
- administration and district personnel
- Operate a computer and job related equipment
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain current knowledge of applicable curriculum and school instruction related regulations
- Establish and maintain a variety of accurate record keeping and filing systems
- Communicate effectively both orally and in writing
- Maintain consistent, punctual and regular attendance
- Demonstrate flexibility and responsiveness

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations