



RIVERSIDE UNIFIED SCHOOL DISTRICT

**TITLE: TEACHER ON SPECIAL ASSIGNMENT (TOSA) -
Visual & Performing Arts (VAPA)**

WORK YEAR: 185 Work Days

EDUCATION AND EXPERIENCE:

- California Single Subject Teaching Credential with English Learner Certification
- Minimum of three years of successful teaching experience at the 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 collaborate with and support the Riverside's Arts Magnet program at Ramona High School.

AREAS OF RESPONSIBILITY:

- Demonstrate knowledge of District VAPA plan.
- Collaborate with peers and district to enhance the Riverside Arts Magnet Program at Ramona High School
- Collaborate with community partners and local artist organizations to promote and enhance the VAPA program as well as seek opportunities for students to be involved in
- Support, collaborate, and represent the department at community events to ensure student's work is represented in the community
- Support the department in ensuring facilities are calendared
- Coordinate and plan open house, campus tours, special events, and galleries on and off campus
- Collaborate with the counseling team to ensure students are on-track academically - for both A-G and graduation status
- Maintain accurate records of Magnet program
- Assist and collaborate with department in recruitment of VAPA students

- 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 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