

School Support Specialist (TOSA)

Definition

Under the direction of the principal, the School Support Specialist (TOSA) will directly support the organizational needs of the school as a whole.

Essential Duties and Responsibilities:

- Provide support in the development, implementation, and coordination of intervention and extension;
- Provide support in student leadership;
- Provide support in attendance programs designed to improve instruction and enhance student learning;
- Provide supervision and support before school, after school, at lunch, and for site activities during and after school hours;
- Other duties assigned by the site supervisor.

Training and Experience:

Required

- Any credential(s) authorizing service as a teacher;
- Three years of successful teaching in the Covina-Valley Unified School District while in possession of a clear credential or equivalent;
- Experience as a successful instructional leader.

Preferred

- Master's degree;
- Administrative Tier I credential;
- Evident leadership capacity at the site level (e.g. grade level coordinator, leadership team member);
- Evident leadership at the District level (participation on grade level benchmark, report card, or other decision-making committees).

Knowledge of:

- Working with teachers individually or in collaborative teams to facilitate teacher work groups, common planning time, and/or grade level team meetings;
- Attendance and welfare regulations and functions including Saturday Academic School, consequences (SART/SARB), and incentive programs;
- Student discipline including implementing schoolwide discipline programs and progressive discipline measures;

School Support Specialist (TOSA) - contd.

- Student and leadership development, including supporting successful leadership and academic programs, events, and assemblies;
- Human relations as applied to teachers, students, and community patrons;
- Instructional leadership, including expertise in Effective First Instruction (EFI), EL and differentiated strategies, Thinking Maps, CCSS, and benchmark development;
- Principles of organization and management;
- Effective professional development and the principles of effective coaching;
- Successful implementation models of instructional technology;
- Principles of teacher leadership;
- Cultivating and maintaining a culture of collaboration among teachers and staff;
- District policies and procedures.

Ability to:

- Communicate well, both orally and in writing;
- Effectively plan and organize the work of others;
- Establish and maintain cooperative and effective working relationships;
- Relate well to the staff and students, and assist in establishing and maintaining a high level of faculty and student body effectiveness;
- Facilitate collaborative projects or initiatives;
- Demonstrate strong oral and written communication skills;
- Develop skills in instructional technology;
- Build trusting relationships and generate consensus among diverse stakeholders.