



NOTICE OF VACANCY

Human Resources
602 Orchard Street, Arroyo Grande, CA 93420
(805) 474-3000, ext. 1194

May 30, 2023

CERTIFICATED NOTICE OF VACANCY

TEACHER ON SPECIAL ASSIGNMENT (TOSA) - SOCIAL EMOTIONAL LEARNING (SEL), JUDKINS MIDDLE SCHOOL STUDENT SERVICES 2023-2024 SCHOOL YEAR

We are now accepting applications for the following position(s) beginning in the 2023-2024 school year.

We are excited to open a Teacher on Special Assignment positions that focus on and provide support to staff in the areas of behavior, PBIS, and social emotional support. The secondary site included in this vacancy is Judkins Middle School for the 2023-2024 only.

POSITION(S): Temporary Teacher on Special Assignment (TOSA) - Social Emotional Learning (SEL), Judkins Middle School - Student Services

1.0 Judkins Middle School

One year funded only 2023-2024

Permanent teachers will maintain their status if hired for this temporary position.

REQUIREMENTS:

- Valid California teaching credential.
- CLAD/BCLAD/EL Authorization (Emergency permits are not accepted).
- Minimum of five (5) years of teaching experience.
- Knowledge of curriculum and instructional strategies; instructional materials and methods; evaluation and assessment techniques and procedures.
- Valid California Driver's license.
- See the job description for additional information.

RESPONSIBILITIES:

- Provide support and assistance to all classroom teachers in the full and skillful implementation of Tier 1 and Tier 2 behavior and academic strategies
- Provide Tier 3 support and develop and check in/check out of behavioral support
- Provides on-site professional development to ensure that teachers and site administration are knowledgeable about behavior strategies and develop a culture of support
- Assist site teams in setting goals for improved behavioral and academic outcomes
- Meet regularly with principal and district staff to review assessment data and to assess the outcomes of goals established by teams and departments

WORK DAYS: 194 days, 1.0 FTE

SALARY: Annual entry level salary placement from \$56,530 to \$92,837 for a full time position;
Salary based prorated based on start date, FTE, and on prior experience and semester units above Bachelor's degree.
[2022-2023 Certificated Salary Schedule](#)

HEALTH BENEFITS: [2023-2024 Certificated Health Benefits Plans and Rates](#)

PROCEDURE FOR APPLICATIONS:

- All interested outside applicants may complete an online application via Frontline and include a letter of interest, resume, three (3) current, signed letters of recommendation, and verification of valid credentials/certifications.
<https://www.applitrack.com/LMUSD/onlineapp/>
- Current, certificated LMUSD contracted, certificated employees who would like to apply for the position may complete the [Certificated Internal Application](#) and include a letter of interest.

APPLICATION DEADLINE: Applications and supporting documents must be submitted **ON OR BEFORE TUESDAY, JUNE 6, 2023 BY 4:00PM.**

The provisions of this Notice of Vacancy do not constitute a contract expressed or implied and any of the provisions contained herein may be modified or revoked without notice.

The Lucia Mar Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, race or ethnicity, religion, gender, gender expression, gender identity, immigration status, national origin, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact Equity Compliance Officer and Title IX Coordinator: Jennifer Handy, Assistant Superintendent of HR, 602 Orchard Ave. Arroyo Grande, 805-474-3000 ext. 1190, jennifer.handy@lmusd.org or the 504 Coordinator: Linda Pierce, Director of Student Services, 227 Bridge St., Arroyo Grande, 805-474-3000 ext. 1189, linda.pierce@lmusd.org

**LUCIA MAR UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES**

**CERTIFICATED
JOB DESCRIPTION**

DATE: **June 8, 2021**
TITLE: **TEACHER ON SPECIAL ASSIGNMENT (TOSA), with emphasis on Social Emotional Learning**
SALARY RANGE: **Certificated Salary Schedule**
SCHEDULE: **184 work days according to the District Instructional Calendar plus 10 additional duty days (194 total)**
EXEMPTION STATUS: **Exempt - Teaching Professional Employee Exemption – FLSA**

DESCRIPTION:

The TOSA, with emphasis on social emotional learning plans, administers the instructional program and classroom operation in compliance with guidelines and regulations determined by the administration, Board of Education, state and federal agencies. The teacher will create and support programs and professional development opportunities that encourage learning, motivate students to develop skills, attitudes and knowledge needed to establish and continue a firm foundation to perpetuate the learning experience through the post secondary education and/or career opportunities. The TOSA will utilize all the resources available to establish a cooperative relationship with staff members and administrators to support each student's opportunity to learn and grow in educational and life experiences. The position of TOSA shall include active participation in the district's operation to support a positive learning environment.

MINIMUM REQUIRED QUALIFICATIONS:

- Credential: Valid California teaching credential.
CLAD/BCLAD/EL Authorization (Emergency permits are not accepted).
- Education: A Bachelor's Degree, including all courses and/or exams needed to meet credentialing and subject matter competency.
- Experience: A minimum of five (5) years of teaching experience.
As mandated by the state, and accepted by the school district.
Successful experience in interacting and working with peers.
Knowledge of curriculum and instructional strategies; instructional materials and methods; evaluation and assessment techniques and procedures.
- Additional: Valid California Driver's License
- Personal Qualities: Resourceful, innovative, helpful, diligent, persistent, and a willingness to work with colleagues and students.

DUTIES AND RESPONSIBILITIES:

A. INSTRUCTIONAL:

1. Help teachers develop and practice effective instructional strategies through classroom observation and professional coaching.
2. Help design and implement staff development related to effective social emotional learning instruction.
3. Conduct classroom demonstration lessons and assist teachers with classroom curriculum planning and classroom management, or any other aspects of an effective teaching program.
4. Assist in creation of advisory curriculum at the secondary level and CARE group curriculum at the elementary level.
5. Assist in the implementation of social emotional screeners, including disaggregating data and intervention supports.
6. Assist classroom teachers in diagnosing student academic needs and planning appropriate instruction.
7. Plan, manage, and facilitate teacher study groups related to district curriculum and teaching strategies.
8. Assist in analyzing formal or informal assessment of students.
9. Meet regularly with district curriculum staff to collaborate on the implementation of district programs at the site level.
10. Communicate regularly with site principals to coordinate the implementation of district programs at the site and classroom level.
11. Participate in ongoing professional growth opportunities to keep current with educational trends and practices
12. Perform related job functions as assigned.

B. PROFESSIONAL:

1. Maintain positive staff relations; Works closely with the site principal to collaboratively lead the school through shared decision-making processes.
2. Cooperates with other professional staff members to identify student needs and develop assessments to solve health, attitude, and learning problems.
3. Participates in faculty committees, meetings and other faculty sponsored programs supporting the educational program.
4. Demonstrates regular and timely attendance.
5. Networking and collegiality, mutual support, and deep individual and collective reflection and expected amongst staff.
6. Promotes a positive image of public education; willingly engages with community and business partners to be incorporated as a resource in curriculum development and student projects.
7. Attend and participate in required in-service activities.
8. Meet deadlines; maintain appropriate records and prepare progress reports as required; follow district promotion policy.
9. Follows District and Schools' policies.

ESSENTIAL JOB FUNCTIONS:

PHYSICAL: Employee in this position must have the ability to:

1. Stand and sit for extended periods of time.
2. See and read printed matter with or without vision aids.
3. Hear and understand speech at normal levels.
4. Speak English so that others may understand at normal levels.
5. Stand, walk, stoop, twist, bend over, grasp, reach overhead, push, pull, and move, lift and/or carry 0 to 25 pounds to waist height.
6. Is able to move throughout the building and school grounds as necessary.

MENTAL: Employee in this position must have the ability to:

1. Able to concentrate on a single task for up to two (2) hours at a time.
2. Able to learn quickly and adapt to a variety of technology, machinery, instructions, and task methods.
3. Able to meet deadlines in terms of work assignment schedules.
4. Is able to speak and write in a clear, concise manner.

SOCIAL: Employee in this position must have the ability to:

1. Interact daily in person with other members of the school staff and possess comfortable interpersonal skills and cooperative attitudes.
2. Because of the time urgent nature of duties and because work product of position is interdependent with that of other staff, consistent attendance is required.
3. Convey an understanding, patient attitude toward other students, parents, staff and members of the community.
4. Maintain the privacy of confidential information including student grades, progress, etc.

NOTE: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Mandatory Child Abuse Reporter: This position is designated as a Mandated Reporter. The TOSA shall report in accordance with California state regulations who observe, have actual knowledge, or reasonably suspect child or elder/dependent abuse or neglect to appropriate agencies.

CANDIDATE SELECTION: The Candidate selected for this position will be required to present prior to the first date of employment:

1) A social security card; 2) proof of tuberculin test; 3) pass State and Federal fingerprint clearances; and 4) complete all pre-employment training including but not limited to Child Abuse Reporting and Sexual Harassment/Abusive Conduct.

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ALL MATERIALS ARCHIVED FOR THIS POSITION ARE THE PROPERTY OF THE LUCIA MAR UNIFIED SCHOOL DISTRICT AND MAY BE REVIEWED BY BUT CANNOT BE RETURNED TO THE APPLICANT.

AN EQUAL OPPORTUNITY EMPLOYER