

**ALISAL UNION SCHOOL DISTRICT
HUMAN RESOURCES DIVISION
JOB DESCRIPTION**

TEACHER ON SPECIAL ASSIGNMENT – EARLY LEARNING PROGRAMS (TOSA ELP)

PRIMARY FUNCTION: Deliver professional development for early learning teachers (Preschool - 3rd grade), mentors, coaches, and/or district stakeholders; Support the Director of Early Learning in providing support services to Preschool – 3rd grade teachers to ensure sustained high-quality program implementation; Contribute to the design, development, and refinement of the District's Early Learning Program and services.

DIRECTLY RESPONSIBLE TO: Director of Early Learning Programs or designee

MAJOR DUTIES AND RESPONSIBILITIES:

Present and facilitate a variety of professional development to preschool- 3rd grade teachers, mentors, and coaches and Paraeducator.

Provide technical assistance to support logistical components of professional development delivery and other aspects of program administration/implementation.

Utilize program standards to identify, analyze, and monitor all available program data.

Utilize data to design and customized Forums to meet specific District needs.

Conduct and/or participate in coaching sessions with early learning teachers and facilitation of GLT's.

Coach early learning teachers (Preschool- 3rd grade) in Early Child Developmentally Appropriate Practices (DAP), strategies, preschool foundations, preschool framework etc.

Collaborate with and make contributions to Early Learning Director to design and give feedback regarding professional development products and services.

Serve on Early Learning teams in order to have opportunities for direct organization-level input.

Present or facilitate sessions at district level trainings.

Facilitate/manage a project-focused or Professional Learning Community (PLC) work group.

Build trusting relationships and a culture of collaborative partnership with District stakeholders through ongoing communication, being cognizant that TOSA ELP serves in a highly visible role for those educators participating in coaching, professional development sessions and Professional Learning Communities (PLC).

Engage actively in collaborative Early Learning meetings, work sessions, and internal initiatives: could include developing or leading sessions and projects to support the professional learning of colleagues.

perform other duties as required.

MINIMUM QUALIFICATIONS:

Multiple Subject Teaching Credential with Early Childhood Education (ECE) units or continuing education units in early childhood.

Experience as a teacher leader (School Leadership Team member, coaching, Association representative/leader, Curriculum Council representative, etc.)

5 years of TK-12 classroom teaching experience with increasing responsibility at the site level.

Possess a valid California driver's license

DESIRABLE QUALIFICATIONS:

Experience using the Preschool Foundations, Preschool Framework, the K-3 grade common core standards, DAP, Desired Results Developmental Profile: Kindergarten (DRDP-K), social emotional development strategies, etc.

Experience delivering and/or designing professional development.

Possesses strong interpersonal skills and recognizes the critical role of relationship-building within the district, as well as with different district partners/stakeholders, to ensure effective program implementation.

Can manage one's own time and productivity in a fluid, team-oriented work environment demanding high levels of initiative, creativity, and flexibility.

Reflective practitioner demonstrating the ability to use feedback to improve self, program, and community.

Willing to explore complexity, resist certainty, and seek insight while aiding colleagues and clients in solving implementation challenges (no quick fixes/pre-packaged answers).

Master's degree

PROFESSIONAL LEARNING RESPONSIBILITIES:

Remain current with professional readings and research, especially in regards to rigorous learning standards, adult learning theory, and the U.S. TK-12 education policy landscape.

Engage in formal formative assessment practices.

Develop conference proposals and conduct conference presentations.

Utilize the District's online systems.

Manage personal calendar, travel, and job responsibilities.

PHYSICAL EFFORT/WORK ENVIRONMENT

1. Physical and mental stamina to perform the duties and responsibilities of the position
2. Physical ability to push/pull, squat, twist, turn, bend and to reach overhead
3. Physical mobility sufficient to move about the work environment (office, district, school site to site), drive an automobile and to respond to emergency situations
4. Physical strength sufficient to lift 25 pounds
5. Ability to sit for prolonged periods of time
6. Demonstrated ability to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, and make valid judgments.

THE BOARD OF EDUCATION DESIGNATES THIS POSITION AS CERTIFICATED
WORK YEAR OF 188 DAYS