



NOTICE OF VACANCY

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

March 3, 2026

CERTIFICATED NOTICE OF VACANCY TEACHER ON SPECIAL ASSIGNMENT (TOSA) CURRICULUM 2026-2027 SCHOOL YEAR

We are now accepting applications for the following position(s) beginning in the 2026-2027 school year.

POSITION(S): [Temporary Teacher on Special Assignment \(TOSA\), with an emphasis on Data Analysis and Multi-Tiered Systems of Support](#)
Temporary position (Permanent teachers will maintain their status if hired for this temporary position)

REQUIREMENTS:

- Valid California teaching credential
 - Internships and Permit holders are not eligible
- CLAD/BCLAD/EL Authorization (Emergency permits are not accepted).
- A Bachelor's Degree, including all courses and/or exams needed to meet credentialing and subject matter competency.
- 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.

WORK DAYS: 194 days, 1.0 FTE

SALARY: Annual entry level salary placement from \$60,544 to \$100,773 for a full time position; Salary based prorated based on start date, FTE, and on prior experience and semester units above Bachelor's degree.
[2024-2025 Certificated Salary Schedule](#)

HEALTH BENEFITS: [2025-2026 Certificated Health Benefits Plans and Rates](#) (2026-2027 plans and rates will be available Spring 2026)

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/>
- All interested current temporary and probationary-zero LMUSD contracted employees may apply as an [internal candidate via Frontline](#)

APPLICATION DEADLINE: **Due on or Before Friday, March 13, 2026**

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 unlawful discrimination, intimidation, harassment (including sex-based harassment) or bullying based on a person's actual or perceived race; color; ancestry; nationality; national origin; immigration status; ethnic group identification; ethnicity; age; religion; pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions and recovery; parental, family, or marital status; reproductive health decision making; physical or mental disability; medical condition; sex; sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; veteran or military status; or genetic information; 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 Human Resources at 602 Orchard Street, Arroyo Grande, California, 93420. Phone: 805-474-3000 ext. 1190 Email:

**LUCIA MAR UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES**

**CERTIFICATED
JOB DESCRIPTION**

DATE: **June 8, 2021**
TITLE: **TEACHER ON SPECIAL ASSIGNMENT (TOSA), with emphasis on Data Analysis and Multi-Tiered Systems of Support**
SALARY RANGE: Current employees maintain current step and range on the 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 data analysis and MTSS, assists in the plans and 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 assist in the creation and support of 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 professional development related to effective data analysis and intervention 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 support for Response to Intervention (RtI) and Multi-Tiered Systems of Support at school sites in the district.
5. Assist in the implementation of assessments, 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.

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

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

**LUCIA MAR UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES**

602 F Orchard Street, Arroyo Grande, CA 93420 805-474-3000

**CERTIFICATED
JOB DESCRIPTION**

DATE: **August 8, 2023**
TITLE: **Teacher on Special Assignment (TOSA), with an emphasis on Before and After School Programs**
SALARY RANGE: Current employees maintain the current step and range on the certificated salary schedule.
WORK 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 Before and After School Programs, plans and administers the Before and After School instructional program in compliance with guidelines and regulations determined by the district's administration, Board of Education, state, and federal agencies. The teacher will create and support a program focused on Program Development and Grant Compliance that encourages learning and motivates students to develop skills, attitudes, and knowledge that are needed to continue a firm foundation of learning experiences from elementary through post secondary education and/or career opportunities. The TOSA will develop professional learning opportunities for teachers, administrators, and staff members that are focused on research-based curriculum and practices for both staff and students participating in the Before and After School Program. The TOSA will utilize all resources available to establish a cooperative relationship with staff members and administrators that support each student in the Before and After School Program. The position of TOSA shall include active participation in the district's operations to support a positive learning environment.

MINIMUM 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: Minimum five (5) years 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.
- Personal Qualities: Resourceful, innovative, helpful, diligent, persistent, and a willingness to work with colleagues and students.

PREFERRED

- Additional: Valid California Driver's License

DUTIES AND RESPONSIBILITIES:

A. **INSTRUCTIONAL:**

1. Assist teachers in the development and practice of effective instructional strategies through classroom observation and professional coaching.
2. Design and implement staff development related to Before and After School Programs.
3. Conduct classroom demonstration lessons and assist Before and After School Program staff with classroom curriculum planning, classroom management, or any other aspects of an effective teaching program.
4. Assist in creation of Before and After School curriculum with an emphasis on hands-on learning and enrichment activities.
5. Plan, manage, and facilitate training related to district curriculum and teaching strategies pertinent to the Before and After School Programs.
6. Assist classroom teachers in recognizing 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 and informal assessments of students.
9. Meet regularly with district curriculum staff to collaborate on the implementation of district programs at the site and classroom level.
10. Communicate regularly with site principals to coordinate the implementation of district programs at the site and classroom level.
11. Participate in the ongoing professional growth opportunities to keep current with educational trends and practices.

12. Perform related job functions as assigned.

B. STUDENT MANAGEMENT:

1. Maximize opportunities for student success by creating positive mentoring and working relationships with students and colleagues.
2. Create an environment reflective of the 21st century skills and the various student individual needs.
3. Be a role-model for students and colleagues regarding life-long learning and professional behavior.
4. Provide students and colleagues with additional instruction as required if they need support in skill development.

C. PROFESSIONAL:

1. Maintain positive staff relations; work closely with the site principal to collaboratively lead the school through shared decision-making processes.
2. Cooperate with other professional staff members to identify student needs and develop assessments to solve health, attitude, and learning problems.
3. Participate in faculty committees, meetings and other faculty sponsored programs supporting the educational program.
4. Demonstrate regular and timely attendance.
5. Foster networking and collegial relationships, mutual support, and deep individual and collective reflection expected amongst staff.
6. Promote a positive image of public education; willingly engage 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. Follow District and School policies.
10. Have knowledge of grant writing, application processes, and compliance requirements.

ESSENTIAL JOB FUNCTIONS:

A. 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 up to 25 pounds to waist height; up to 40 pounds occasionally.
6. move throughout the building and school grounds as necessary.

B. MENTAL - Employee in this position must have the ability to:

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

C. 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 the work product of the 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 Behavior Specialist 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 risk assessment prior to the first day of hire; 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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