

Position Title	Teacher on Assignment (TOA)		
Department	Leadership and Learning		
Reports To	Building Principal		
Revised By	Director of Secondary HR	Date(s) Revised	4/22/2026
Approved By	Director of Secondary HR	Date(s) Approved	

SUMMARY:

Teachers on Assignment provide support to administrators, teachers, and students to facilitate the implementation of curriculum, the improvement of instruction, and the response to intervention process. Services are designed to support students and staff in improving student academic and social emotional achievement and growth.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

Instructional Process

- Collaborates with staff in writing & implementing daily plans which incorporate district/course curricular objectives.
- Supports the planning and implementation to address the needs of individuals and/or small groups of students.
- Incorporates curricular revisions & new programs into instruction.
- Facilitates/supports building and grade-level professional learning.

Organization and Management

- Collaborates with building administration to design and implement building structures that impact student achievement.
- Keeps student records and permanent folders current and readily available for teacher, student or parent reference.
- Supports building administration and staff in collecting and analyzing building-wide data.
- Supervises student events and activities both on and off campus ensuring safety as well as appropriate behavior.

Instruction

- Demonstrates the ability to organize information for logical presentations.
- Supports staff in implementing strategies that meet the needs of all students.
- Demonstrates effective presentation skills and styles, which align with the district strategic plan.
- Focuses students for learning.
- Provides support to staff to actively engage students in instruction.
- Supports staff in monitoring student responses and adjusts instruction accordingly.
- Uses reinforcement to influence positive behavior.
- Presents clear, legible and precise directions.
- Applies appropriate closure in a lesson presentation.
- Maintains, administers and utilizes assessments and data to make informed decisions to support student learning .

- Evaluates students' progress and communicates with stakeholders.

The Classroom/School Climate

- Creates a physical environment conducive to learning.
- Creates an emotional atmosphere conducive to learning.
- Supports school-wide positive behavior systems.
- Promotes development of social/emotional skills in students.
- Promotes positive self-concept.
- Responds to situations when students may be in crisis and implements plans of support.

Professional Relations

- Demonstrates sound professional judgment.
- Maintains a positive attitude.
- Interacts positively with other staff members.
- Interacts positively with community and parents.
- Meets assigned district and building responsibilities.
- Seeks professional growth.
- Works to complete building, district, and board of education goals.
- Other duties as assigned.

EDUCATION AND/OR EXPERIENCE (REQUIRED AND PREFERRED):

- Master's in Educational Leadership in progress or completed.
- Teaching certification required.
- 5 years teaching experience preferred.
- Demonstrated ability to relate effectively with diverse communities; ability to establish credibility and trust.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Knowledge of principles and practices of public school education and ability to apply them to the needs of the school.

- Knowledge of curriculum and instructional methods, school organization and administration.
- Ability to supervise others and develop effective working relationships with the staff, students and community.
- Knowledge and ability to utilize appropriate technology including but not limited to office software and presentation devices.
- Ability to collaborate and communicate effectively both verbally and in written language.
- Demonstrates ability to implement best practice and the motivation to set and achieve high performance levels.

Desire to continue career improvement by enhancing skills and job performance.

SKILLS AND ABILITIES:

- Has the ability to read and interpret documents including the analysis of district assessment data.
- Has the ability to effectively write detailed reports and correspondence.
- Has the ability to communicate well, verbally and in writing, with parents, patrons, staff and students.
- Has the ability to speak in front of large and/or small groups. In addition, as an organization/community that reflects and appreciates diversity, bilingual communication skills are noted and valued.
- Exhibits Excellent written and verbal communication skills.
- Has the ability to work independently, manage multiple tasks simultaneously and meet deadlines.
- Exhibits computer skills including the ability to work with a variety of word processing, spreadsheet, and database software.
- Willingness to seek and accept critical feedback to enhance performance and results.
- Willingness to follow a flexible work schedule as circumstances may demand.
- Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds.
- Ability to maintain the integrity of confidential information relating to students, staff and district personnel.
- Ability to mediate and address staff, parent, and student concerns.
- Ability to promote and develop a cooperative work environment.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Must have the ability to travel in personal or school district vehicles.
- Must be flexible regarding scheduling, working conditions and location of work.
- May require some physical exertion.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- Must be able to occasionally work in noisy and crowded environments, with numerous interruptions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.