

GERVAIS SCHOOL DISTRICT #1

Gervais Elementary Teacher on Special Assignment (TOSA) Job Description

QUALIFICATIONS:

- Minimum of five years' experience in the field of public education, including experience as a classroom teacher;
- Finished a program in administration and have at least 2 years' experience working in schools in improvement status;
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable; and
- Have a First Aid card or obtain one, as required by supervisor.

REPORTS TO:

- Elementary School Principal

JOB GOAL:

- The Gervais Elementary School (GES) TOSA assists the Principal with responsibilities of general school operation and with development of policies and programs relative to school management, and supervision of students, organization, and community relations. The GES TOSA leads and coordinates attendance procedures, as well as assists the Principal with the supervision and discipline of students. The GES TOSA assists in coordination of staff development and school improvement efforts.

PERFORMANCE RESPONSIBILITIES:

- Serve as Principal in the absence of the Principal;
- Assist the Principal in the overall administration of the school and school improvement efforts;
- Assists with discipline throughout the student body, and deal with special cases as delegated by Principal;
- Monitor the attendance and the procedures related to students;
- Facilitate Climate Committee and student recognition programs;
- Follow district policies, building rules, and perform other duties as assigned;
- Conduct fire drills in accordance with state laws and local district procedures;
- Create special calendars and schedules for daily operations of the schools in cases of special events;
- Assist in the planning and supervision of after school programs and events;
- Assist in interviewing and recommendations of new employees;
- Assist in creating a positive and safe teaching/learning environment;
- Assist with clear, concise, reliable, and practical guidelines and instructions for students and staff when developing, planning, and implementing school procedures, evaluation schedules, and activities;
- Knowledge of Oregon School Law, N.C.L.B. Law, American with Disabilities Act, Child Abuse Laws, OSAA policies, and State and Local policies; and
- Various duties as assigned by the Principal.

PHYSICAL REQUIREMENTS:

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and drive 1-4 hours.
- Employee may use hands for repetitive grasping (i.e., pushing/pulling up to 40 pounds of equipment, and fine manipulation.
- Employee may need to bend, squat, climb stairs, and lift occasionally.

TERMS OF EMPLOYMENT:

- 190 days.
- Flexible schedule to be implemented depending upon daily requirements.
- Salary and work year to be in accordance with collective bargaining agreement, Board policy, and legal requirements.

EVALUATION:

- Performance of this job will be evaluated in accordance with State law, Board policy, and the District Evaluation Procedures.
- Evaluation shall be based on, but not limited to, Performance Standards for Teachers.

I have received a copy of this job description:

Signature

Date