



Job Title: Elementary Administrative Teacher on Special Assignment (TOSA)
Department: Assigned Elementary School
Reports To: School Principal
FLSA Status: Exempt
Salary Schedule: TT (TOSA level 3)

SUMMARY

Under the direction of the School Principal, the primary responsibility of the Administrative Teacher on Special Assignment is to provide administrative support and resources to the administrative staff in the assigned school by coordinating services, programs, activities, and instructional interventions with appropriate level of administration as directed by the assigned School Principal.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Supports and complies with WCSD policies, procedures, and programs.

Attends PLC grade level and school meetings.

Relates to students with mutual respect while carrying out a positive and effective discipline policy.

Coordinates instructional services and intervention schedules.

Communicates concerns or issues to the School Principal.

Assists with hiring, training, and supervising school employees.

Attends required meetings and staff development.

Serves on educational committees with students, parents and/or staff, in order to continually improve learning experiences for students and enhance home/school communications.

Maintains a commitment to ongoing growth in self and others, supporting and participating in District and site professional growth programs.

Demonstrates positive attitude toward job and remains a flexible and innovative team builder.

Confers with teachers, students, and parents concerning educational, behavioral, and attendance problems in the school.

Articulates goals and policies as appropriate to staff, students, parents, and the community.

Performs such other duties and assumes such other responsibilities as the principal may request.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities unless otherwise specified by the assigned school principal.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Must sustain involvement with long-term projects and assignments.

Works effectively with a myriad of teachers, administrators, parents, PTA, and various outside groups.

Must be a self-initiated learner while sustaining a high energy level, demonstrating professionalism, and maintaining credibility.

Acknowledges and utilizes the skills and expertise of others; maintains a high expectation for self and others.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret technical journals and legal documents. Ability to respond to common inquiries or complaints from parents, community, and staff members. Ability to effectively present information to parents, community, and students. Fluent in English. ESL endorsement would be beneficial.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Current Washington County School District employee with at least a Bachelor's Degree and a minimum of 3 years of successful teaching experience in an elementary school.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have an active Utah Professional level Elementary Teaching License and an active Utah School Leadership License.

At least one of the following endorsements preferred: Reading, English as a Second Language, Math, or Information Technology.

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.*

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

Prepared By: Assistant Superintendent, Elementary			Date: 04/19/2023
Approved By: Assistant Director, Human Resources			Date: 04/21/2023
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EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	