

Job Title: Elementary Grade Level Teacher on Special Assignment (TSA)
Department: Elementary Education
Reports To: Director of Teaching and Learning
FLSA Status: Exempt
Salary Schedule: TT (TOSA level 2)



SUMMARY

The Elementary Grade Level TSA is involved in the training, coaching, planning, observing, modeling, and data analyzing with teachers in designated grade levels. The TSA will be evaluated on a regular basis by teachers, learning coaches, and administration to assess the effectiveness of their coaching.

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.*

Creates a daily/weekly schedule that will be shared with the WCSD Literacy Coordinator and/or Director of Teaching and Learning. Plans professional learning sessions based on assessments, observations, and best teaching practices.

Provides both verbal and written feedback in a timely manner to teachers, principals, and learning coaches.

Provides support and resources to teachers in designated schools.

Develops instruction with grade level teachers.

Guides professional development, utilizing research and practice.

Acts as a liaison between the Professional Learning Department and designated schools.

Models, co-teaches, and coaches for implementation of exemplary instructional practices.

Coordinates on-site mentoring with the school Learning Coach.

Attends mandatory training activities as outlined in District Policy 1120.3.1.2 including, but not limited to some summer training, Peer Coaching Seminar, Learning Coach Forums, and regularly scheduled Elementary Grade Level Specialists meetings as assigned by Literacy Coordinator and/or Director of Teaching and Learning.

Maintains regular attendance and punctuality which are critical in order to complete the day to day tasks of this position. As outlined in District Policy 1120.3.3.3, the workday for the assignment is eight hours for a 1 FTE assignment.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

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 demonstrate an in-depth understanding of the designated grade level including the math, language arts, and science curriculum and are able to mentor teachers in best instructional practices and classroom management strategies.

Demonstration of expertise at designated grade level based on principal evaluations and assessment data is preferred.

Knowledge of effective classroom management strategies and lesson design.

Understands how to analyze grade level data and use it to drive instruction.

Works effectively with administration and peers.

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 variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

A minimum of a Bachelor's Degree.

Candidates who have successfully completed a minimum of 3 years general classroom teaching experience in WCSO are preferred. Must be a teacher in good standing with no documented performance or conduct concerns within the past three years per WCSO policy 1120.3.1.

Candidates must have a record of effective collaboration and have experience working with at-risk students.

CERTIFICATES, LICENSES, REGISTRATIONS

Active Professional Utah Teaching License with proper endorsement for assignment. ESL endorsement would be beneficial.

Candidates must provide the following for interview consideration:

- Letter of recommendation from current supervisor
- Most current assessment data demonstrating growth

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.

Travels between schools during the day using a personal vehicle. A travel stipend may be provided.

Prepared By: Title I Director		Date: 02/22/2018
Approved By: Assistant Director, Human Resources		Date: 02/27/2018
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Assistant Director, Human Resources
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Title I Director
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Title I Director
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Title I Director
		Date: 03/23/2020
		Date: 05/04/2020
		Date: 05/22/2020
		Date: 03/27/2024

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:	