

Job Title: Elementary Science Support TSA
Department: Elementary Education
Reports To: Assistant Superintendent, Elementary Education
FLSA Status: Exempt
Salary Schedule: TT (TOSA level 1)



SUMMARY

Under the direction of the District Science Coordinator, the Elementary Science Support TSA is responsible for the development and delivery of professional learning opportunities and learning resources. The TSA understands and promotes the idea that high-quality elementary science education is essential for establishing a sound foundation of learning in later grades, instilling a wonder of and enthusiasm for science that lasts a lifetime, and in addressing the critical need for a well-informed citizenry and society.

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 teachers in three dimensional science education by:

- Providing professional learning experiences specific to science for teachers.
- Communicating with teachers regarding science resources and opportunities.
- Developing lessons and assessments that support student learning of science.
- Modeling effective science instruction.
- Developing core aligned science pacing and curriculum guides for grade levels.

Supports implementation of the Utah Core Standards in science.

Supports the review of science curriculum/resources for the district.

Helps maintain the science page for the district website. .

Attends state and regional curriculum meetings and disseminates information.

Supports the Professional Learning Department by attending meetings and being a contributing part of a professional learning community.

Seeks out, and writes grants for, additional science funding to support teachers.

Examines the core testing results and finds additional strategies to target weak areas of instruction.

Addresses and problem-solves specific concerns of groups of teachers. Meets individually with teachers, when requested.

Interacts with school administrators, teachers, and the public with tact, courtesy and discretion.

Corresponds with teachers on a regular basis regarding training, materials, etc.

Helps teachers with science strategies for low achieving learners.

Establishes and maintains a variety of records.

Prepares letters, memoranda, reports, bulletins, handouts and other materials.

Performs a variety of clerical duties and operates a variety of technical equipment as needed.

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.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance.

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from parents, staff members, administrators, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

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

Bachelor's degree from an accredited college or university.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have an active Professional level Utah Elementary or Early Childhood Education Teaching License.

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

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 talk or hear, use fingers and hands to handle, and reach with hands and arms. The employee is frequently required to stand, walk, or sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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 noise level in the work environment is usually moderate.

Prepared By: G&T Coordinator			Date: 05/19/2021
Approved By: Assistant Director, HR			Date: 05/20/2021
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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:	