

Job Title: Optional Extended Day Kindergarten
Teacher on Special Assignment (TSA)

Department: Elementary Education

Reports To: Executive Director, Elementary Education

FLSA Status: Exempt

Salary Schedule: TT (TOSA level 2)



SUMMARY

The Optional Extended Day Kindergarten TSA assists in overseeing the Optional Extended Day Kindergarten (OEK) programs and teachers in Washington County School District. The TSA is involved in the training, coaching, planning, observing, modeling, and data analyzing with OEK Teachers. 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.*

Helps teachers select their OEK students based on their pre-assessment data.

Collects pre-assessment data for all OEK students.

Analyzes pre-assessment data for OEK lesson planning and professional development needs.

Develops weekly/monthly assessments based on classroom needs.

Helps teachers interpret their data to drive their instruction.

Analyzes Acadience scores for OEK children.

Develops and shares weekly lesson plans based on assessments, observations, and student learning.

Provides examples in the weekly lessons of ways to differentiate for students.

Creates and shares the appropriate literacy centers.

Purchases quality materials to enhance the lessons.

Works with the Title I Department secretary on budgets and ordering.

Ensures best teaching practices for young children.

Stays current in literacy research, especially in the areas of early literacy.

Follows the Kindergarten Standards developed by the State of Utah.

Keeps meticulous records for teacher documentation purposes.

Schedules professional development and arrange for locations.

Develops professional learning sessions based on assessments, best teaching practices, technology & number sense.

Develops teachers understanding of early literacy through professional development sessions on Letter Knowledge, Interactive Writing, Concepts About Print, Shared Reading, Small Group Instruction, Modeled Writing, Phonemic Awareness, Phonics, Comprehension, Vocabulary, Word Work, Small Group Reading, Language Development, Beginning Reading Behaviors, Strategic Processing, Prompting Language.

Problem solves challenging student behaviors.

Models literacy lessons, engagement strategies, classroom management approaches for OEK teachers based on requests and/or areas of need.

Coaches OEK teachers by supporting them in their current levels of understanding and probing for deeper thinking.

Provides verbal and written feedback in a timely manner.

Provides resources and materials for OEK parent training sessions.

Develops relationships of trust with OEK teachers.

Promotes collaboration between Kindergarten and OEK teachers.

Communicates regularly with Principals (verbal & written).

Supports teachers as they develop a safe and caring environment for our most at-risk students.

Communicates with OEK teachers regularly through texting, emails and phone calls.

Collaborates with District leaders.

Supports parent learning in helping their children through training, phone calls and class visits.

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.*

Understands and is knowledgeable of the complexity and importance of Early Childhood education including: knowledge of research, proven practice for both tier one instruction and interventions, early effects of risk factors, and importance of multiple tiered support for young children.

Knowledgeable of state and federal guidance related to early childhood programs.

Demonstration of OEK expertise 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

Bachelor's degree from four-year college or university.

Candidates who have successfully completed a minimum of 3 years general classroom teaching experience are preferred. OEK teaching experience is preferred. Must be a teacher in good standing with no documented performance or conduct concerns within the past three years per WCSD 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. A Reading Endorsement or similar endorsement that would apply to the early childhood age group is required. An 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: Executive Director, Elementary Education			Date: 07/20/2020
Approved By: Assistant Director, Human Resources			Date: 07/29/2020
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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:	