



Job Title: Title I Program Support Teacher on Special Assignment (TOSA)
Department: Assigned Elementary School
Reports To: School Principal
FLSA Status: Exempt
Salary Schedule: TT (TOSA level 2)

SUMMARY

This position is designated to assist Principals of Title I schools with the additional time required to meet the needs of at-risk students and to assist with the required paperwork of Title I Program documentation. The Title I Program Support TOSA will work directly under the School Principal, facilitating Title I special programs, parent engagement, extended learning time and interventions. In addition, the TOSA will work with the Principal in completing all Title I reports and improvement plans.

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.

Collects and enters student performance data and prepares data for analysis in PLC teams.

Attends PLC grade level and school meetings.

Under the direction of the School Principal, assists in preparation of all required data, needs assessments, reports, schools Title I plans, and all other Title I deliverables.

Coordinates instructional services and intervention schedules.

Plans and conducts school-based parent engagement activities.

Participates in the school Community Council.

Communicates concerns or issues to the School Principal and Title I Executive Director.

Supports school preschool programs with student services and school programs.

Assists with hiring, training, and supervising Title I Paraprofessionals.

Directs purchase of needed materials and supplies for Title I programs.

Maintains time and effort certification documentation for Title I staff.

Plans, organizes, and supervises before & after school intervention programs and Title I school-based summer school programs.

Attends required meetings and staff development.

SUPERVISORY RESPONSIBILITIES

This job has indirect supervisory responsibility over the schools Title I programs and paraprofessionals.

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

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 License. An active Utah School Leadership License is preferred, but not required.

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: Executive Director, Elementary Title I		Date: 06/27/2023
Approved By: Assistant Director, Human Resources		Date: 06/28/2023
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By: _____ Date: _____
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By: _____ Date: _____

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:	