



## Teacher on Special Assignment / TOSA

Reports To: Po'okumu/Principal

Classification: Regular/FT/Certificated/10month

FLSA: Non-Exempt

BU: 05/HSTA

### Duties

#### Literacy Interventionist -

- Develop, implement, and assess literacy intervention instruction for students using best practices in literacy instruction. Instructions will be a working document that should be "filed" and referred to often
- Collaborate with classroom teachers and support staff to conduct progress monitoring and data analysis of students' progress.
- Frequent and On-going collaboration with classroom teachers and all support staff is inherent to this position to build instructional capacity in the area of literacy among staff.
- TOSA will work with our data consultant and school level staff to increase student achievement.
- **This collaboration would also help support the creation and implementation of an RTI/MTSS structure.**

#### Teacher-in-charge -

- Oversee the safe operation of the campus in the absence of the Principal periodically.
- \*Discipline will be handled by the Principal and the TOSA will not be required to enter discipline data nor will they need to determine the level of classification for discipline.
- Assist with tracking data, composition and coordination in the planning and studies to assess, evaluate, and monitor viability and effectiveness of organizational program

#### Testing Coordination –

- Compose a schedule for student statewide testing.
- Ensure the testing schedule is created and clearly communicated to all staff for regular and consistent progress monitoring purposes.
- In collaboration with administrative staff, be prepared to utilize data from progressive monitoring to complete evaluations and reports that document successes, challenges, and strategies being implemented

### Supervisory Responsibility:

This position is under the supervision of the Po'okumu. This position may involve coordinating the work of Student Support Service.

### Experience & Qualifications:

Valid Hawaii Teacher License (HTSB) with proper endorsement

Highly Qualified Teacher (HQT) Certificate

Relevant teaching experience and effectiveness in project-based and placed-based learning

The ability to perpetuate, or have a willingness to learn, the Hawaiian culture, values, practices, and language and contribute to support the Vision and Mission of Kua O Ka La PCS.

**Professional & Cultural Expectations:**

To perpetuate, or have a willingness to learn, the Hawaiian culture, values, practices, and language and contribute to support the Vision and Mission of Kua O Ka La PCS.

Ethical and honest

Excellent interpersonal skills

Oral and written communication skills

Knowledgeable of technology and able to navigate through software programs and systems

Observe school and district process and policies as well as abide by all state and federal laws

Must maintain a high level of confidentiality regarding employees, students and parents

Work effectively with school staff, district personnel, school community, outside agencies, and general public.

Meet deadlines and honoring schedules and coordinate resources

Efficient time management and good follow through

Able to analyze information, understand content and report results

Comprehensive and thorough data entry and documentation

Obey dress code policy

Office Environment:

Office space should be safe, organized and accessible

**Communication, Mental and Physical Demands:**

Navigate computer environments with ease

Intermediate level capacity in MS Excel

Intermediate level capacity in MS Office Word

Intermediate level capacity Google Suite; Calendars, Gmail

Knowledge of general office equipment; fax machine, copy machine, printers, scanner

General filing system concepts

To perform this job successfully, candidate must be able to perform each essential duty satisfactorily.

Reasonable accommodations may be made to enable those with disabilities to perform the essential functions of position.

Work Hours: Monday to Friday 730-33pm

Compensation:

Based on experience and qualifications in accordance with applicable collective bargaining agreement.