

**TEACHER ON SPECIAL ASSIGNMENT
DISTRICT LEVEL****DEFINITION:**

Under the direction of a district office administrator, assist the administrator with the planning and coordination of an identified program according to State and District mandates.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support the leadership of the overall program assigned; help interpret and implement the District approved program; assist in providing for appropriate facilities, equipment and supplies.
- Assist in the planning and implementation of staff development programs; provide demonstration lessons, coaching and in-service; survey student and teacher skills levels, and teacher training needs; conduct on-going evaluation of staff development activities to continue to improve the services being provided; consult with teachers on matters regarding instruction; may provide guidance to teaching staff in the implementation of the State frameworks, standards and SVUSD curriculum; encourage and support professional growth of all staff members; participate in own professional growth.
- Assist in the responsibility of the entire operational effectiveness of the program; assist in the planning, supervision and direction of the program with District policy and procedures; may help oversee program budget planning and expenditure control process.
- Assist in the communications regarding programs assigned in the school and help administration interpret, support, and implement District and State policies and procedures.
- Work directly with site administrators and instructional staff in improving teaching in subject area(s) assigned.
- May provide support for grant applications and assist in the implementation of grant projects at the school.
- Maintain District standards fulfilling responsibilities and duties in a timely and efficient manner; accepting supervision and direction, promoting a professional image; maintaining confidentiality in professional relationships; adhering to all federal and state regulations, Education Code, District policies and District curriculum and content standards.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Current research principles and practices of program assigned; Federal, State and local laws relating to program assigned; principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of students and adults; educational curriculum, instructional goals and objectives, and educational trends and research findings pertaining to educational programming; behavior management strategies, techniques and methods, and conflict resolution procedures; socio-economic and cultural background differences of the general school/district population(s).

Ability to:

Assist administration in planning and organizing; communicate effectively, both orally and in writing; establish and maintain effective working relationships; help analyze problems and issues and develop appropriate solutions; understand and carry out directions with minimal supervision; manage multiple tasks; utilize technology as a means for various types of communication and record keeping.

Experience:

Minimum of three years of successful school teaching in Saddleback Valley Unified School District, preferably in program area designated.

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Teacher on Special Assignment-District Level

Education:

Bachelor's degree from an accredited college or university; Master's degree from a State accredited college or university, desirable.

Physical Performance Requirements:

Frequent standing or walking much of the time with some sitting, bending, stooping, squatting and twisting. Lifting of supplies and other work related materials will vary, but generally be of less than twenty pounds.

Licenses/Credentials:

Valid California teaching credential in multiple subjects and an English Learner authorization. Possession of a valid California driver's license, if required. Enrollment in or completion of administrative credential program desirable.

Board Approved: June 12, 2007

Specific duties of TOSA assigned to Special Energy Program

- Develop and implement the district energy management program; establish accountability for energy consumption throughout the school district; serve as district representative at management level meetings, seminars and conferences relating to energy use and conservation.
- Establish a program to promote energy conservation through positive feedback to all levels of the district and involve personnel and students in taking ownership for the success of the program.
- Advise, assist and make recommendations on alternate energy sources, consumption and general energy conservation measures.
- Develop and maintain contact with federal and state agencies and monitor state and national energy policy trends.
- Conduct analytical and research support for long-term power resources planning and forecasting.
- Provide input on contractual support activities (capital projects) related to energy management and the purchase of any products that affect energy consumption.
- Monitor federal energy conservation grants received by the district; maintain related records and data as necessary; provide energy and water consumption reports as required.
- Coordinate usage of facilities and insure proper space utilization consistent with energy conservation.
- Implement week day, week end, holiday and summer shutdown checklists for district buildings; direct night setback program for district buildings on week nights, week ends, holidays and summer recess.
- Perform regular “walk through” audits of all district facilities to ensure operating efficiency, optimum educational environment and compliance with the district’s energy policy.
- Work with custodial staff to ensure efficient energy usage throughout the year.
- Organize district-wide meter reading program.
- Insure district is on proper utility rate schedule and verify billing; and participate in energy rebate programs offered.
- Coordinate the installation, programming, updating and/or repairs of computerized energy management systems; maintain wiring and installation diagrams of systems; ensure operating efficiency; instruct building and maintenance staff on proper operation of the systems and equipment.
- Prepare and present reports on the status and success of the program.