DISTRICT ENGLISH LANGUAGE ARTS SPECIALIST - TOSA

Objectives

- Assist administrators and teachers in implementation and use of district adopted English/language arts (ELA) instructional materials with fidelity.
- Support effective implementation of Common Core State Standards.
- Use digital resources and provide teachers with instruction on the use of digital reading and writing tools.
- Support schools in understanding assessment systems for ELA and using data to inform instruction.
- Support schools in understanding reading and writing achievement data and provide support on effective culturally responsive teaching practices.

Position Summary

The District English Language Arts TOSA is a one-year temporary position. This educator works with teachers, administrators and other staff to implement curriculum materials, develop and understand assessments and the use of data to guide instruction, and to deliver professional development in both small and large groups, including coaching classroom teachers. The responsibilities include planning, organizing and leading professional development for teachers, administrators and other staff.

Supervisory Relationship

This position reports to the English Language Arts Administrator in the Instruction Department.

Essential Functions

- Assist with training teachers, administrators and other staff to use district-adopted curriculum with fidelity.
- Develop and implement plans for the use of digital tools in each school.
- Develop, implement and manage curriculum alignment and learning targets across elementary content areas in reading and writing.
- Assist with effective implementation of reading and writing instruction, student learning and assessment practices.
- Conduct and analyze on-going formative and summative assessment data of classroom instruction and overall program effectiveness.
- Provide professional development for teachers and administrators in ELA instruction and assessment.
- Work with teachers and administrators to adapt curriculum and instruction to meet the needs of students who have individualized education programs, are ELD students, and TAG identified students. Support classroom teachers in the differentiation of district adopted curriculum.
- Coordinate with Elementary Staff Development Specialists, the REES’s, the Elementary Science TOSA, and the Technology TOSA to plan and provide cohesive professional development across content areas.
- Performs other duties as assigned.
Required Knowledge, Skills and Abilities

1. Ability to communicate effectively orally and in writing.
2. Strong knowledge of instruction and assessment, including the ability to analyze data from multiple sources.
3. Strong knowledge of ELA Common Core State Standards.
4. Strong instructional technology skills.
5. Strong leadership, professional development and facilitation skills.
6. Strong organizational skills.

Minimum Qualifications

Education
- Master’s degree preferred.
- Valid Oregon Teaching license required.
- Evidence of multi-cultural experience and cultural competency; and
- ESOL endorsements preferred.

Experience
- At least four years of experience working with students and teachers;
- Demonstrated successful experiences working with teachers and administrators supporting students in a variety of situations;
- Experience with the ELA curriculum currently used in 4j schools;
- Experience leading professional development, including integration of digital resources in classrooms and on technology leadership teams;
- Demonstrated success with culturally responsive teaching practices;
- Advanced training in digital classroom tools.

Work Environment

Duties are performed in an office environment, training environment, and in schools.

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Employee Statement

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”
“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of
the above position with or without reasonable accommodations(s). If I require
accommodation(s) in order to fulfill any or all of these functions, I agree to provide information
to the District regarding the requested accommodation(s).”

________________________________________  ______________________________
Employee Name (Print)  Date

________________________________________  ______________________________
Employee Signature  Date