

## **Elementary Teacher on Assignment (LCAP)**

### **BASIC FUNCTION:**

Under the direction of the site principal and coordination with Educational Services staff, the essential function of the Teacher on Assignment is to coordinate the site Response to Intervention program, provide intensive instruction designed to accelerate learning for designated groups of underperforming students, assist teachers with acquiring appropriate instructional resource materials for at-risk students in academic subject area(s) and facilitate the implementation and integration of technology in classrooms. The TOA also supports the school site by collaborating with school staff to monitor progress.

The TOA will support classroom teachers, coordinate with other staff, and provide direct intervention services to targeted underperforming students. Targeted underperforming student groups will include, but are not limited to, English Language Learners and Special Education students. The TOA will also assist teachers in using technology for assessing student learning, differentiating instruction, providing rigorous, relevant, and engaging learning experiences for all students.

### **REPRESENTATIVE DUTIES AND RESPONSIBILITIES/ESSENTIAL JOB FUNCTIONS:**

Provide best-practice instruction to targeted groups of students with the objective of dramatically accelerating their academic achievement.  
Actively participate in student performance data analysis and academic progress monitoring.  
Implement the Response to Intervention model for increasing student achievement.  
Provide assistance to teachers and other school instructional staff.  
Collect and analyze academic achievement data on at-risk students in the Response to Intervention process.  
Assist teachers and administrators in collecting and analyzing data.  
Participate in Student Study Team and IEP meetings as appropriate.  
Actively collaborate with grade-level teams specifically around student academic progress.  
Work with teachers and students to demonstrate or model various research-based instructional methods and strategies to implement RTI.  
Present and provide staff development on research-based instructional approaches.  
Collaborate with teachers to determine intervention strategies appropriate for the specific needs of the learners.  
Assist teachers in developing and implementing differentiated instruction and/or classroom-based interventions.  
Attend training and professional development in the use and integration of appropriate instructional materials and assessments in order to effectively deliver academic intervention to designated students.  
Provide progress monitoring support to classroom teachers.  
Assist teachers with planning and delivery of technology-enhanced learning experiences  
Keep abreast and be knowledgeable of current technology and instructional strategies using technology to effectively impact the instructional practices of the teachers.  
Coordinate with Educational Services (TK-6) staff to ensure District mission and goals are being implemented at the site level.

### **OTHER FUNCTIONS**

Perform related duties as assigned.

*Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:*

Ability to work at a desk and in meetings of various configurations.  
Ability to read printed matter and computer screens.  
Ability to communicate so others will be able to clearly understand a normal conversation.  
Ability to understand speech at normal levels.

Ability to bend, twist, stoop, and reach.  
Ability to push, pull, and transport instructional and presentation materials.  
Ability to drive a personal vehicle to conduct business.  
Hearing and speaking to exchange information and make presentations.  
Sitting for extended periods of time.

**EXPERIENCE**

Must have a minimum of five years of contracted elementary teaching experience.

**SALARY**

Appropriate placement on the Certificated Unit Members Salary Schedule.

**CREDENTIAL:**

Must possess a valid clear multiple subject teaching credential, including an authorization to teach English language learners.

**WORK YEAR:**

Teacher work year.