



# RIALTO UNIFIED SCHOOL DISTRICT

## Teacher on Special Assignment (TOSA) AVID/Secondary Mathematics

### DEFINITION

Under the direction of the Lead Innovation Agent or designee, the TOSA will assist and implementation of the district AVID and Secondary Math programs, staff development, and parent education training and assist with data for both programs. The TOSA for the program will also serve as a resource in differentiated learning experiences based on core curriculum and program requirements and objectives.

### ESSENTIAL DUTIES

- Write plan and coordinate AVID services throughout the school district.
- Coordinate needs assessments and assist with the development of AVID goals based on the needs assessments.
- Plan, provide and coordinate staff development and parent education of the AVID program.
- Assist sites with compliance issues and other related AVID requirements.
- Assist in the training and recruitment of AVID personnel.
- Communicate with AVID personnel on a regular basis to discuss the timelines, trainings and student achievement
- Improve teachers' mathematics content knowledge.
- Plan professional learning to change the mathematical mindsets of teachers, administrators, and students.
- Assist teachers to integrate Standards for Mathematical Practice (SMP) to everyday instruction.
- Improve teachers' ability to understand, plan and assess student progress toward meeting mathematics standards.
- Improve teachers' content, management, and instructional strategies to better address the needs of all students in a positive environment.
- Lead workshops, presentations, study groups, or committees.
- Use data to analyze effectiveness of AVID and California CCSS Mathematics instruction and intervention and work with teachers and administrators to plan and implement strategies for evidence-based improvement.
- Work collaboratively with the secondary school sites to effectively select, implement, and evaluate educational programs aligned to the California CCSS for Mathematics.
- Work with teachers to design assessments that align with CAASPP.
- Perform other duties as assigned by the Lead Innovation Agent and/or Designee.

### QUALIFICATIONS

#### Knowledge of:

- The AVID program and AVID methodologies
- Experience as an exemplary math and AVID teacher at the secondary level
- Knowledgeable in the use of WICOR strategies
- Knowledgeable of Standards of Mathematical Practices and current, best practices of instruction, curriculum, professional development and assessment, including multiple ways to differentiate instruction to meet the needs of a range of learners
- California Common Core State Standards for Mathematics
- Professional Learning Communities (PLC) and Response to Intervention (RTI)
- Research based mathematics instructional practices
- Targeted student populations and effective instructional practices that support their development

#### Ability to:

- Work independently and as part of a team
- Motivate, challenge, and guide others in the improvement of educational outcomes of students in mathematics.
- Use technology as a tool to support student learning in Mathematics
- Plan, coordinate, and facilitate collaborative relationships, activities, and services involving diverse groups of people.
- Effectively use time and resources to accomplish project objectives.
- Effectively use oral and written communication.
- Demonstrate effective instructional practices, strategies and teaching methods.

## EXPERIENCE AND EDUCATION

**Experience:** Three (3) or more years of successful teaching experience in AVID and secondary math, strong experiences in building capacity and expertise of secondary math teachers, strong professional development experiences in AVID and secondary CCSS math.

**Education:** Master's degree in mathematics from an accredited university preferred; Also, required: Bachelor's degree in mathematics, valid California Teaching Credential; AVID trained, EL authorization or equivalent.

## PHYSICAL DEMANDS

### **Physical class:**

Moderate lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds.

### **Work area requirements:**

Ability to traverse any part of 40 acres, including construction site, campuses, fields, and concrete/asphalt areas; ability to use common school hand tools, computer, telephone and photocopy machine. Possession of a valid California driver's license and use of a private vehicle.

### **Physical requirements:**

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours

Frequently/Medium - 3 to 6 hours

Constantly/High - 6 to 8 hours

Stooping:	Low	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	Low
Reaching:	Occasionally	Sitting:	Occasionally
Handling:	Constantly	*Driving:	Occasionally
Grasping:	Occasionally	Walking:	Constantly
Fingering:	Occasionally	Push/Pull:	Occasionally
Keyboarding:	Medium - must be literate		

***\*Verification of the possession of a valid California Motor Vehicle Operator's License, a DMV printout and insurability by the District's liability insurance carrier is required.***

### **Frequent motion:**

Twisting:	Low
Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently
Reaching to shoulder level:	Occasionally
Forward shoulder/neck flexion:	Occasionally - 3 hours per day
Reaching to above shoulder level:	Occasionally
Reaching below shoulder level:	Frequently

### **Sensory requirements:**

Ability to see:	Constantly
Ability to hear:	Constantly
Ability to talk:	Constantly
Ability to smell:	Constantly
Ability to touch:	Constantly

### **Must be able to deal with these environmental considerations:**

Heat:	Has own controls
Odor:	Yes
Noise:	Yes
Humidity:	Occasional
Moisture:	Occasional
Fluorescent lights:	Yes
Floor may be slippery at times:	Tiled areas

Working in close quarters with others:	Yes, all the time
Working inside:	95% of the day
Working outside:	5% of the day

**This job requires:**

Alertness:	Constantly
Attention to detail:	Constantly
The use of two hands:	Constantly
Recall of names and dates:	Constantly
Ability to work in temperatures down to 30 degrees and up to 105 degrees.	

**Ability to deal with psychological factors:**

Team work:	Constantly
Frustration:	Moderate - depends on the time of year
Repetitive tasks:	Yes, signature
Level of responsibility:	High
Must keep up with schedule:	High
Able to work extended hours as needed:	High
Dealing with upset employees, parents, community members:	Moderate

**Physiologic factors:**

Must maintain a high level of consciousness:	Yes
Orientation to time, place or person:	Yes
Ability to read at 12 <sup>th</sup> grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes