

The TOSA will assist the principal with the following activities:

*other activities may also be assigned other than those listed

Program Activities

- Assemblies
- Field Trips
- Student Recognition
- Staff Recognition
- _TOSA will assist principal on the development and management of different school wide programs.

Committee Management

- RTIB
- Special Services
- Attendance/Tardy
- _TOSA will assist principal with the management of committee work. Duties may include communicating with stakeholders, development of agendas, recording of minutes, and completing requested research.

Testing

- Schedule NDSA
- NWEA
- Run Data Reports
- _TOSA will work with staff on developing different testing schedules.

Calendar

- Gym
- Activity
- Requisitions
- _TOSA will work with staff and the public on managing different school calendars.

Discipline

- Detention
- Noon Study
- Parent/Student Contact
- Behavior plans/contracts
- Point Sheets
- Monitor students
- _TOSA will assist the principal in executing the discipline process at Hagen .

Teachers

- Danielson Model
- Lesson plans
- Engagement
- School-wide improvement
- Co-teaching
- _TOSA will assist principal will formative teacher evaluation process.

Templates

- PBIS
- Classroom
- Discipline
- _TOSA will develop templates and documents necessary for the implementation of different programs in the school.