

**LOWELL JOINT SCHOOL DISTRICT
EARLY LITERACY
TEACHER ON SPECIAL ASSIGNMENT (TOSA)**



DEFINITION

Under the direction of the Assistant Superintendent of Educational Services and/or designee, assist in the management and day-to-day operations of early childhood education programs in accordance with State, District, and local laws; monitor, coach and support Early Childhood Education staff; develop and implement staff and parent workshops, and facilitate outreach services for families.

REPRESENTATIVE DUTIES

Facilitate the alignment of California Preschool Learning Foundations to the Common Core State Standards in developmentally appropriate ways: support teachers to implement developmentally appropriate curriculum; identify child development issues for project planning and program improvements; assist in the development of strategies to help children enter school ready to learn; collaborate with preschool and TK-2 staff to create fluid transition from preschool to kindergarten.

Plan and facilitate training and provide technical support to all early childhood education staff: assist in establishing, planning, organizing and implementing an effective staff development calendar based on identified staff needs and interests; facilitate and support the development of a system for collaboration of exemplary practices.

Provide outreach support or referrals to families as needed: handle and respond to unique or high-risk family situations; determine non-routine responses and develop and maintain community resources and contacts to address these situations; identify family outreach opportunities and make referrals to appropriate agencies as needed.

Attend county and district meetings as directed as they relate to Early Childhood Education department needs; maintain documentation and compliance with program regulations.

Assist in establishing, planning, organizing and implementing an effective parent education and involvement program: assist in planning parent training calendar and meetings; assist in the supervision and recruitment of parents and children; prepare timely reports for tracking health, disabilities and family services provided to families.

Attend professional development workshops to align practice with the District vision: establish professional goals and pursue opportunities to grow professionally; work with colleagues to improve professional practice.

Specific duties are based on the nature and location of the assignment: the omission of specific statements of duties does not exclude the duties if the work is similar, related, or a logical assignment to the position. Individuals who hold this position may perform additional duties and additional duties may be assigned.

KNOWLEDGE OF

- Title 22 and Title 5 Community Care Licensing for child development programs
- Current policies, procedures, standards and grant mandates in the Early Childhood Education Department
- Early Childhood Developmental Psychology & current pedagogical theory
- Organization, planning and evaluation strategies, techniques and procedures

- California Preschool Learning Foundations & Common Core State Standards
- Developmentally appropriate instructional strategies and best practices
- Effective instructional strategies for English Language Learners
- Needs of students of differing socioeconomic, ethnic and linguistic backgrounds
- Early childhood assessment tools utilized by the Early Childhood Education Department
- Technology in the classroom and use of technology in an office environment
- Effective communication skills, good judgment, and sound decision making utilizing interpersonal skills incorporating tact, patience and courtesy

ABILITY TO

- Interact effectively with a variety of agencies and organizations
- Direct, train and evaluate early childhood education staff
- Work independently, adhere to schedules and timelines, maintain records and prepare reports
- Drive a vehicle to conduct work
- Maintain professional relationships with pupils, parents, colleagues, and supervising staff members
- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment
- Analyze data and work with staff on site improvement activities designed to enhance the learning of all students
- Interpret and apply District policies, procedures, laws, rules, and regulations using good judgment in a variety of situations

MINIMUM QUALIFICATIONS

- Bachelor's degree required with a major in Child Development or Early Childhood Education or a related field
- Three (3) years of early childhood teaching experience
- Experience in a leadership role in early childhood education preferred
- Valid California Driver's License

PREFERRED QUALIFICATIONS

- Master's degree or other advanced degree from an accredited institution of higher learning
- Administrative Services credential desirable
- English/Spanish bilingual preferred

EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Fingerprint clearance for school personnel

- Appearance, grooming, and personality which establish a desirable example for students, staff and parents

PHYSICAL STANDARDS AND WORKING CONDITIONS

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

PHYSICAL DEMANDS

The physical demands of this position include remaining in a stationary position for extended periods of time as well as move or traverse throughout a classroom, school grounds and play yard. Dependent on class/student assignment, the employee will position self appropriately to complete multiple tasks, occasionally transport items of varying sizes or shapes up to 25 pounds across and/or around a classroom or play yard. Positioning self physically to assist students is also required. Employee will operate office and classroom equipment such as computers, projectors, calculator, and other classroom and office productivity machinery. The ability to communicate and exchange accurate information and ideas so others will understand in a noisy environment and locate the source of a sound is crucial. The ability to observe details and inspect a variety of materials as well as monitor student activities is also required.

MENTAL DEMANDS

Frequent communication of, interpretation of, and analysis of data necessary; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; interact with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work.

WORK ENVIRONMENT

Typical office conditions where noise level is usually quiet or moderately quiet. May work in a classroom environment where noise may be moderately higher. The employee frequently drives to District sites, professional development workshops, and other locations as needed.

SALARY RANGE

Appropriate placement on the Certificated Salary Schedule

PERIOD OF SERVICE

Work calendar as adopted by the Board of Trustees, 184 days of the year with the option of an additional 30 days of service at the position daily rate.