

SIERRA SANDS UNIFIED SCHOOL DISTRICT

**Board of Education
Special Concurrent Meeting**

**JUNE 28, 2018
District Office
113 W. Felspar Ave.
*www.ssusd.org***

We, the members of the Board of Education of the Sierra Sands Unified School District, are committed to providing the highest quality education in a safe environment to all K-12 students. We believe the school shares with the family, church, and community the responsibility for developing life-long learners who are responsible, productive citizens.

A G E N D A

CALL TO ORDER AND PLEDGE TO THE FLAG

12:00 P.M.

Amy Castillo-Covert, President
Bill Farris
Tim Johnson
Kurt Rockwell, Vice President/Clerk
Michael Scott

Ernest M. Bell, Jr., Superintendent

MOMENT OF SILENCE

1. ADOPTION OF AGENDA

3. PERSONNEL ADMINISTRATION

3.3 Approval of New Job Description: Teacher on Special Assignment (TOSA) – Instructional Coach

5. ADJOURNMENT

3. PERSONNEL ADMINISTRATION

3.3 Approval of New Job Description: Teacher on Special Assignment (TOSA) – Instructional Coach

BACKGROUND INFORMATION: In today's educational environment, it is critical that our teacher workforce receives strong support for effective implementation of district adopted core and supplemental curriculum. Across the state, districts find that the deployment of Instructional Coaches helps to increase educator effectiveness through facilitating growth and supporting best instructional practices. Instructional coaching is a non-evaluative, learning relationship between the TOSA and educator with a goal of improving instruction and student achievement.

CURRENT CONSIDERATIONS: The attached job description reflects the current skills, experience, and capabilities needed to effectively support our teacher workforce. This is a new job description to replace the current "Special Projects Teacher" job description. It was based on an analysis of the duties performed and through review of dozens of similar descriptions throughout the country.

The district plans to hire two additional TOSA's to focus support on new teachers, especially those who are not yet eligible to participate in the induction program. Additionally, as our current Special Projects Teachers time out on the contractual 3-year limit, those positions will be advertised using the new job description described herein. (Teachers who time out on the 3-year limit are eligible to apply again.)

FINANCIAL IMPLICATIONS: The two additional TOSA's will be funded using LCFF concentration monies, which is included in the LCAP. The estimated cost is \$200,000.

SUPERINTENDENT'S RECOMMENDATION: It is recommended that the board approve the job description, Teacher on Special Assignment (TOSA) – Instructional Coach, as presented.

SIERRA SANDS UNIFIED SCHOOL DISTRICT

Job Description - Certificated

Teacher on Special Assignment (TOSA)-Instructional Coach

Function: In the assigned content area(s), the TOSA-Instructional Coach will increase educator effectiveness through facilitating growth and supporting best instructional practices. Instructional Coaching is a non-evaluative, learning relationship between the TOSA and educator with a goal of improving instruction and student achievement.

MAJOR DUTIES AND RESPONSIBILITIES:

Curriculum-

- Support teachers with effective implementation of district adopted core and supplemental curriculum.
- Align standards, curriculum, and instruction to increase student success and close performance gaps.

Instruction-

- Provide classroom coaching and modeling, teacher mentoring, and other services to improve student learning.
- Assist teachers in building interactive classroom environments focused on the content and learning strategies embedded in core and supplemental curricular programs.

Assessment-

- Facilitate the collection and interpretation of data to inform instructional practices and improve student learning.
- Support collaborative teams as they respond to the four critical questions of student learning:
 - What do we want students to learn?
 - How will we know if they have learned it?
 - What will we do if they did not learn it?
 - What will we do if they already know it?

Professional Development-

- Provide professional development as related to the instructional priorities of the district.
- Support the application of professional development to instructional practices.

OTHER DUTIES AND RESPONSIBILITIES:

- Investigate current, evidence-based research to inform instructional supports and professional development.
- Collaborate and communicate effectively with administrators, teachers, and other staff to strengthen all aspects of the instructional program.
- Ensure effective usage of instructional technology and related media.
- Actively participate in professional development to remain current in innovative teaching and learning practices.
- Attend staff meetings, as well as, serve on committees as requested.
- Perform other duties as determined by administrator.

SUPERVISION EXERCISED OR RECEIVED:

Under the immediate supervision of the Curriculum, Instruction, and Assessment Department and/or SELPA.

Experience:

A minimum of three years of successful teaching.
Effective in Professional Learning Communities and professional collaboration.

MINIMUM QUALIFICATIONS:

Credential:

California teaching credential
Bilingual or English Language Development authorization

Education:

Bachelor's Degree
Master's Degree preferred

Personal Qualities:

- Takes initiative and works with minimal direction.
- Highly developed organizational skills.
- Excellent oral and written communication skills.
- Ability to build strong relationships.
- Maintains thorough knowledge of state and federal instructional program requirements.

Board Adopted: 6/28/2018