

**SAN MATEO COUNTY OFFICE OF EDUCATION  
STUDENT SUPPORT TEACHER ON SPECIAL ASSIGNMENT (TOSA), COURT AND  
COMMUNITY SCHOOLS**

**JOB SUMMARY:**

Under the direction of the Principal or Assistant Principal, the Student Support TOSA will substitute teach for open positions or uncovered classes, provide strategic release for teachers, and teach individual, small-group, and classes of students to support the achievement of all students. The TOSA may supervise students, teach students, provide intervention or enrichment instruction, and substitute for classroom teachers for short-term and/or long-term durations.

**ESSENTIAL DUTIES:**

- Teach classes of students as assigned;
- Release classroom teachers to support their professional learning and planning;
- Develop and implement interventions and progress monitoring systems for identified students;
- Work individually and/or with small groups of identified students to provide intervention; acceleration and/or enrichment support;
- Supervise students, such as dismissal, recess or lunch supervision;
- Support instructional, behavioral, and school climate-related program activities, including assessments, curriculum piloting and adoption, English Learner reclassification, family engagement, and progress reporting as needed;
- Attend and participate in relevant meetings
- Perform other relevant duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**KNOWLEDGE OF:**

- Common Core State Standards and framework; curriculum, instruction, and assessment
- Multi-Tiered System of Support model and how to effectively implement in school settings;
- Academic and behavior interventions and modifications to support high quality instruction for all students and to meet individual student needs;
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of County students;
- Teaching methods and strategies which are highly effective for students with academic challenges including those with special needs and English learners;
- Alternative education programs;
- Educational procedures, policies and law related to assignment.

**SKILLS AND ABILITY TO:**

- Develop and implement an effective, innovative and flexible educational program which employs a wide variety of instructional methods and materials;

- Motivate reluctant students; problem solve ideas and strategies for students with learning disabilities, low self-esteem, lack of motivation, school anxiety and low-functioning social skills;
- Individualize and differentiate instruction for each student;
- Employ classroom management techniques to increase desired behavior from students;
- Manage conflicts in a productive and timely manner using tact, patience and courtesy;
- Manage and prioritize multiple activities and be flexible given a variety of situations;
- Communicate effectively orally and in writing;
- Work independently with little direction;
- Maintain and prepare a variety of records, reports and correspondence as required

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Multiple Subject or Single Subject Teaching Credential with CLAD or BCLAD;
- Valid California Driver’s license;
- Successful teaching experience at middle and/or high school including at-risk youth, English language learners and students with special needs.

**WORKING CONDITIONS:** The characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ENVIRONMENT:**

Varies from a climate-controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat

- Office environment: constant interruptions
- Outdoor environment: drive personal vehicle to conduct work, travel to various sites, meetings and workshops

**PHYSICAL DEMANDS:**

- Operate a computer keyboard, mouse, copy machine, printer, and other office equipment;
- Read printed material and computer screens;
- Remain in a stationary position for extended periods of time;
- Position self to access office equipment, materials, and files;
- Move equipment weighing up to 50 pounds and is an infrequent aspect of the job;
- Communicate within a normal range, give directives to small or large groups of people, and exchange information in person and on the telephone.