



JOB DESCRIPTION

Job Title	Teacher on Special Assignment
Department	Teaching and Learning
Reports To	Building Principal
Classification	Certified
Location	
Salary	On Schedule
Length of Contract	School Year

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Teacher on Special Assignment (TOSA), assists middle school administration in providing educational leadership to faculty and students. This position is responsible for the promotion of behavioral components of the multi-level system of support (RtI).

Essential Job Functions

- Assumes shared responsibility, under the direction of the principal, for the maintenance of positive student behavior
- Assumes shared responsibility for implementation of all school district policies, rules and regulations concerning student behavior
- Participates cooperatively with counselors, teachers and school administration in developing individual student alternatives for behavior improvement
- Assumes shared responsibility with the principal for student supervision before and after school and during school hours
- Participates in the recommendation, evaluation and assignment of students to special programs for education
- Assumes active involvement with the principal in major school and district student behavior concerns including drug and alcohol abuse problems
- Supervises building support staff and conducts support staff annual evaluations

Ancillary Job Functions

- Completes other duties as assigned

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Wisconsin Teaching License for applicable grade levels
- Minimum of three years classroom teaching experience

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Wisconsin Administrator License
- Master’s degree

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge of adolescent characteristics
- Ability to effectively deal work with adolescent students
- Ability to communicate effectively with students, parents, and staff
- Excellent organizational skills
- Excellent interpersonal skills
- Demonstrates an understanding and use of equitable and culturally responsive practices

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal classroom environment
- Moderate noise levels

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment
- Frequently required to talk and hear