

Santa Monica-Malibu Unified School District  
Human Resources Department

**CERTIFICATED JOB DESCRIPTION  
TEACHER ON SPECIAL ASSIGNMENT (TOSA)**

**DEFINITION:**

Under the direction of an Assistant Superintendent, Director or designee, this full-time certificated position will perform designated tasks in an area defined by the specific job assignment. These tasks will be outside of the classroom. This position will assist in supporting existing programs and building future programs that meet the needs of teachers and students.

**DISTINGUISHING CHARACTERISTICS:**

This position classification requires knowledge, experience and skill in current educational trends and classroom teaching. The position could require modeling for classroom teaching, providing professional development in the defined area of expertise, or presenting data or relevant material to stakeholders. The TOSA may meet with management, teachers, other staff, students or parents.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EXAMPLES OF DUTIES:**

- Plan, coordinate, support and implement the goals of the designated area of work, in accordance with District and Department plans and goals;
- Research and evaluate relevant programs, grants and standards;
- Plan and provide staff development in relevant area, as directed;
- Model lessons and provide peer coaching in relevant areas, as requested;
- Serve on committees and assist in the review of designated work;
- Work collaboratively with other teachers, staff, departments and/or stakeholders to accomplish goals of the defined TOSA work;
- Participate in partnerships and collaboration with stakeholders and/or outside organizations or partners;
- Provide support to classroom teachers;
- Perform other related duties as assigned.

**QUALIFICATIONS:**

Knowledge of:

- Principles, practices and trends in the field of education,
- Current instructional technology trends,
- Effective practices in professional development,
- Program evaluation and research techniques, strategies and procedures.

Ability to:

- Work a professional day, as dictated by professional duties and responsibilities which may require a flexible schedule,
- Develop and maintain strong content knowledge and expertise in the area for which the Teacher on Special Assignment will provide support,
- Communicate effectively in oral and written form,

- Ability to work positively and cooperatively with others,
- Use technology, including word processing, spreadsheet, database, information system and presentation software.

**EXPERIENCE AND EDUCATION:**

- Three or more years successful PreK-12 teaching experience;
- Master’s degree, or National Board for Professional Teacher Standards Certification, or two (2) or more years’ experience in area or related field, as defined by the specific job assignment.

**CERTIFICATION, LICENSES AND CONDITIONS:**

Certification Requirement

Hold or be eligible for a valid California teaching credential, with CLAD or equivalent certification

License Requirement

Possession of a valid Motor Vehicle Operator’s License

Condition of Employment

Insurability by the District's liability insurance carrier

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

- Candidates must be able to perform essential duties with or without reasonable accommodation
- This is a sedentary position classification with light work that involves sitting a portion of the time, and includes walking and standing for extended periods
- Requires the mobility to stand, stoop, balance, reach, kneel and bend. Requires mobility or arms to reach and dexterity of hands and fingers needed to operate a computer keyboard
- May require the need to push, pull or lift up to 20 pounds
- The job also requires the accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and objects, and providing oral information and direction.

A TOSA position will have a work year of 184 days, and will be compensated at the appropriate placement on the SMMUSD Teacher Salary Schedule

Approved Board of Education: \_\_\_\_\_

Verified by: \_\_\_\_\_  
 Mark O. Kelly  
 Assistant Superintendent, Human Resources

\_\_\_\_\_  
 Date