



POSITION DESCRIPTION

Title: Teacher on Special Assignment (TOSA)-Tobacco Intervention & Prevention (TIP)

Department: SAFE

FLSA Classification: Exempt

Bargaining Unit: SRTA

Work Year: School Year

Reports to: Tobacco Grant Coordinator

Board Approval Date: TBD.

Salary Grade: SRTA Salary Schedule

Primary Function:

The Teacher on Special Assignment (TOSA) Tobacco Intervention & Prevention (TIP) facilitator supports school sites staff and students with tobacco instruction.

Essential Job Functions include, but are not limited to the following:

1. Support District-Wide Implementation of Tobacco Intervention & Prevention (TIP) Grant requirements.
2. Create grade-level appropriate TIP curriculum with support from Sonoma County Health Resources
3. Train other teachers to implement TIP K-12 curriculum
4. Teach or facilitate instruction to students K-12 TIP lessons
5. Develop and presents TIP curriculum to parents and community
6. Performs tobacco related other duties as assigned by the TIP Coordinator

MINIMUM QUALIFICATIONS

Education and Experience

- ☐ At least three years of classroom teaching experience with demonstrated effectiveness in the subject matter, use of standards-based curriculum, instruction, and assessment
- ☐ Legal authorization to work in the U.S.
- ☐ Bilingual/Biliterate Spanish/English is highly desired.

Licenses/Certifications:

- ☐ Possession of a valid California Teaching Credential in the appropriate content area as required by the California Education Code, Section 44860 and English Learner certificate (CLAD or BCLAD) as required by Board Policy
- ☐ Certification as “Highly Qualified” per the Elementary Secondary Education Act of 2001 (ESEA)

Abilities and Skills

1. Act in a professional and positive manner
2. Establish and maintain cooperative and effective working relationships with others
3. Use tact, patience, and courtesy
4. Experience and skill in teaching multiple grades
5. Professional record of enriching students’ academics through highly engaging and effective instruction

6. Experience in teacher leadership role preferred (e.g., team leader, grade level chairperson, instructional coach)
7. Experience in working with diverse student populations; familiarity with providing effective accommodations or designing lessons that incorporate Universal Design for Learning principles
8. Cultural and linguistic competence both in relating with diverse students and families, as well as culturally and linguistically responsive pedagogical practices (e.g., instruction that develops the academic language of Standard English Learners)
9. Expertise in serving English learners and students with special needs
10. Ability to model for other teachers in developing their skills in differentiation and accelerating student learning
11. Knowledge of and experience with specific programs, practices and strategies aimed at accelerating the learning of historically underserved students
12. Bilingual/Biliterate in English and Spanish
13. Facility with technology or other new media that will contribute to schools' effective organization (e.g., proficiency with Excel), including the ability to quickly learn user-friendly district data systems (e.g., OARS), or blended-learning models of instruction for students
14. Experience with and/or training in school improvement/reform processes (e.g., cycle of inquiry)
15. Propensity for fostering a school culture of high expectations and confidence in student success

Working Conditions

- Office environment as well as many hours spent outside on the campus or inside various classrooms.
- **By Mutual Agreement**, hours may vary to meet district/school needs.
- **By Mutual Agreement**, some local and out-of-county travel may be required for the purpose of meetings, events and other activities.
- School office equipment
- **By Mutual Agreement** may be required to attend evening meetings
- ~~May be required to drive own car.~~

Physical Abilities

- Sitting for extended periods of time.
- Walking for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices.
- Able to lift up to 25 pounds.