



A World-Class Community of Learners

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
C	5	1	

JOB TITLE	CONTRACT REFERENCE
Teacher on Special Assignment (TOSA)	Fridley Education Association Master Agreement

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
School Principal	July 2017

JOB SUMMARY

- The essential purpose of the TOSA is to assist students, their parents, the staff and community members in their involvement in the educational process.

TASK NO.

The essential functions of this job include, but are not limited to, the following fundamental job duties:	
1.	Provide basic and comprehensive services to individual students which would include: <ul style="list-style-type: none"> • Assist in career related decisions • Help in class related or other personal problems. • Assist the student in the registration process and conduct in-take meetings for new students and families. • Assist in the administration of district and statewide testing and supply the interpretation of these tests • Provide referral information of chemical dependency to students • Interpret information maintained in the student's permanent record • Confer with students about credit needs, graduation requirements, credit checks, and schedule adjustments • Provide service to special need students and participate in "child study team" and IEP meetings • Manage 504 plans • Collaborate with District Activities director regarding athletics and activities • Collaborate with District Transportation coordinator regarding any student transportation needs.
2.	Provide services and information to parents which would include: <ul style="list-style-type: none"> • Contact parents regarding student concerns and responding to their inquiries • Provide referral assistance

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	<ul style="list-style-type: none">• Coordinate parent/teacher conferences
3.	<p>Provide comprehensive assistance to staff concerning student problems which would include:</p> <ul style="list-style-type: none">• Coordinate with school social worker regarding attendance and truancy reporting• Assist the administration with re-admission conferences• Assist the administration with student discipline.• Confer with students referred by staff or administration• Conduct and participate in staff development
4.	<p>Provide services to the successful operation of the school process including:</p> <ul style="list-style-type: none">• Collaborate with building principal on day-to-day operations and oversight of Area Learning Center.• Participate in the supervision of activities• Serve on school committees• Supervise school events• Assist in any situation to maintain a safe and healthy school environment• Serve as a liaison between Fridley High School and Area Learning Center• Collaborate in the coordination of district targeted services and summer school programming.• Provide oversight of extended day program
5.	Other duties as assigned

QUALIFICATIONS (Specific training or job experience required before appointment)

- 3 years Secondary Teaching experience
- Experience working with Alternative Learning Programs preferred
- Teacher Leader experience
- Hold a baccalaureate degree from a college or university that is accredited
- Minnesota Department of Education teaching license required for specific assignment
- Minnesota Department of Education Administrative license preferred

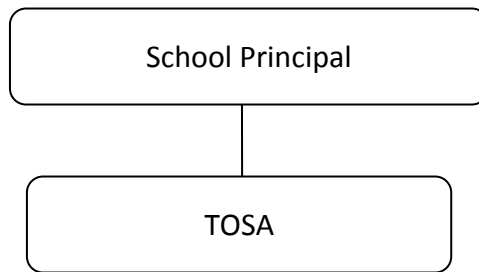
ORGANIZATIONAL RELATIONSHIPS

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SYMBOLS

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

The physical demands described here 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 the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.