

PUEBLO SCHOOL DISTRICT 60
CERTIFIED JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title:	TOSA – School Induction
Prepared Date:	8/1/2018
Revised Date:	9/15/2023
Work Year:	175 days
Department:	Learning Services
Reports To:	Director of Professional Development
Salary Range:	Teacher Salary Schedule
Benefits:	Fringe Benefits based on PEA Negotiated Agreement
Status:	FLSA Status: Exempt

SUMMARY OF FUNCTIONS:

This is a grant funded position through the CDE Mentor Grant. There is no guarantee of continued employment.

The primary responsibility of the TOSA –School Induction is to assist the Director of Professional Development in performing a variety of professional development and induction tasks in the Pueblo School District 60 system. The TOSA is responsible for assisting in the assessment of system-wide staff development needs, setting specific goals, developing training programs to meet specific needs, and evaluating the effectiveness of implemented programs. The TOSA also assists schools and provides direct support for new teachers.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions 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 the essential functions.

REQUIRED:

- Valid Colorado Teaching License within 60 days from date of hire
- Five (5) years of successful years of teaching experience
- Valid Colorado Driver License
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Master's degree in Education
- Endorsement appropriate for applicable school level
- Teaching Experience in applicable school level
- Experience as an instructional coach or team lead
- Previous experience serving as a mentor teacher
- Ability to work a flexible schedule

SKILLS AND KNOWLEDGE:

- Exceptional knowledge of data-driven instructional practices
- Exceptional knowledge of observation feedback processes and coaching strategies
- Knowledge of adult learning theory and effective professional learning structure and approaches
- Knowledge of content and pedagogy best practices
- Knowledge of mentor practice standards
- Ability to work collaboratively and individually on assigned tasks
- Experience in preparing and presenting high quality virtual and in-person, research based professional development
- Strong interpersonal skills demonstrated through the respect of peers and ability to build trusting, collaborative relationships
- Ability to organize, communicate effectively, make decisions, work independently, and as a collaborative team member
- Skilled in the use of technology and instructional media tools
- Exceptional verbal and written communication skills
- Possess leadership, initiative, and student advocacy skills
- Knowledge of management, problem solving, and organizational skills
- Have excellent integrity and demonstrate good moral character and initiative
- Knowledge and understanding of Common Core and Colorado State Standards, K-12 curriculum, program development and evaluation, child growth and development, effective instructional strategies, classroom management, assessment and diagnosis, and research related to learning
- Knowledge of national, state, and District educational trends and goals.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Collaborate with the Director of Professional Development, executive directors, and content district specialists to implement professional development for appropriate level school teachers
- Support the implementation of the New Teacher Induction Program for the purpose of fostering staff growth and retention
- Co-Design professional learning (e.g. training, programs, materials, etc.) for the purpose of implementing professional development program activities that address training needs of the School/District teachers
- Assist teachers in the development and implementation of effective classroom management strategies, individual behavioral intervention plans, instructional planning, and classroom organization as needed
- Provide direct contact to classroom teachers, reviewing data, co-planning, co-teaching, and real-time coaching; Model instructional practices and classroom management strategies in a variety of settings and provide follow-up support to ensure effective teacher implementation
- Provide leadership in integrating equity into district instruction, curriculum, assessment, and staff development efforts, and monitoring of department in charge of equity efforts
- Participate in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions
- Prepare a wide variety of written materials (e.g., reports, specific correspondence) for the purpose of documenting activities, providing written reference, and or conveying information
- Research a variety of information (e.g., courses, materials, training consultants, etc.) for the purpose of developing new programs that meet staff training needs
- Create engaging professional development formats and presentations for teachers
- Assist with Induction Program development, management, and evaluation

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Director of Professional Development

The physical demands, work environment factors, and mental functions 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 the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle, or feel. The work requires the use of telephone and using fingers to operate computer or typewriter keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8.5 - hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5 – 8.5 hrs per day)

NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)	X				
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms			X		
Repetitive use wrists			X		
Repetitive use hands grasping			X		
Repetitive use hands squeezing			X		
Fine manipulation			X		
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.			X		
Lifting/Carrying Maximum weight: 40 lbs.			X		

WORKING CONDITIONS:

Employee will work primarily in a school/office environment with both natural and fluorescent lighting; fast-paced work; constant interruptions;