



NOTICE OF VACANCY

Orcutt Union School District

500 Dyer St.
Orcutt, CA 93455
(805) 938-8900

February 5, 2024

FOR IN HOUSE CERTIFICATED STAFF ONLY

POSITION:

**INSTRUCTIONAL COACH –
TEACHER ON SPECIAL ASSIGNMENT (TOSA)**

SALARY RANGE:

Current Placement on Certificated Salary Schedule

TERMS OF CONTRACT:

2024-25 School Year
Full-Time, K-8 grades

REQUIRED QUALIFICATIONS:

Current certificated employee of Orcutt Union School District and Charter Academy. Must hold a multiple subject credential.

PREFERRED QUALIFICATIONS:

Intermediate grade level experience preferred. Refer to job description attached.

APPLICATION PROCESS:

Current employees should submit a letter of interest to:
Susan Salucci
Assistant Superintendent of Human Resources

APPLICATION CLOSES:

Open Until Filled

TENTATIVE INTERVIEW DATE:

To Be Determined

NOTE: *It is the responsibility of the applicant to assure that the letter of interest is received by the District.*

WHERE KIDS COME FIRST

The Orcutt Union School District does not discriminate on the basis of a person's actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation in the educational programs or activities which it operates

**** AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER ****

ORCUTT UNION SCHOOL DISTRICT

INSTRUCTIONAL COACH-TEACHER ON SPECIAL ASSIGNMENT (TOSA): Professional Development and California State Standards Implementation

BASIC FUNCTION:

Under direction of the Assistant Superintendent of Educational Services, the Instructional Coach-Teacher on Special Assignment (TOSA) will work with teachers and administrators to provide leadership, guidance and support in effective instructional practices in the District's implementation of California Common Core State Standards (CCCSS). The TOSA will assist in the site Leadership Team to foster professional learning communities using data teams, classroom walk-through, peer observation, and action research. The Instructional Coach will also assist teachers in developing, testing, and implementing research based instructional strategies that will increase student achievement, as well as facilitating the use, analysis, and reflection of formative assessment data to improve teaching and student learning.

ESSENTIAL FUNCTIONS AND ASSIGNED RESPONSIBILITIES:

- Provide modeling, coaching, team-teaching, and demonstrating of effective instruction in support of pedagogical shifts related to the implementation of CCCSS
- Assist teachers and administrators in analyzing summative and formative assessment data that will inform instructional practices
- Conduct research in curriculum, assessment and instructional practices related to California Common Core State Standards in all content areas and provide guidance in planning professional development and support to teachers and administrators
- Assist teachers and administrators in developing student achievement goals responsive to the needs of all students, especially low-income, English learners, and foster youth
- Plan, provide leadership for, and facilitate committee, task force, and stakeholder group meetings
- Support the identification and selection of Essential Standards, and advocate for high standards that define expectations for all student learning
- Provide leadership in the development of curriculum maps/scope and sequence
- Support the identification and selection of instructional materials
- Support teachers in the use of online tools for the sharing of resources, lessons, units, etc.
- Assist with coordination of academic intervention including assessment, materials, training, and scheduling
- Develop and maintain collaborative relationships
- Complete other duties and responsibilities as assigned by the Assistant Superintendent of Educational Services

QUALIFICATIONS:

- Valid California multiple subject teaching credential
- Valid California driver's license
- Five (5) years successful classroom teaching experience
- Strong interpersonal skills and ability work well with others
- Excellent oral and written communication skills, including presentation skills
- Knowledge of computer applications and classroom technology skills
- Demonstrated leadership experience or potential
- Experience with/knowledge of California Common Core State Standards
- Ability to analyze data as the basis for instructional decisions
- Demonstrated experience or potential in facilitating and leading educators in collaborative goal-oriented work
- Ability to work as a member of a team and take a leadership role when necessary
- Demonstrated commitment to personal professional growth
- Teaching experience with multiple grade levels and/or courses within content area preferred
- Master's Degree (desirable)

WORKING CONDITIONS:

- Emotional and physical stamina to maintain a rigorous work schedule
- Ability to drive to school sites and other locations within and outside of district boundaries
- Flexible work schedule as the position requires some afternoon/evening work, and may require some weekend and summer work
- Ability to attend professional development or conferences outside of local area

WORKING ENVIRONMENT:

- Primarily indoor working environment: office, classroom

PHYSICAL DEMANDS:

- Sitting or standing for extended periods of time
- Seeing, hearing and speaking to exchange information
- Lifting, carrying, pushing or pulling as assigned by position
- Dexterity of hands and fingers
- Moderate to high stress level

EMPLOYMENT STANDARDS:

Position requires dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.