

**Sheridan School District 48J**  
**Job Description**

Position Title:       **English Language Arts Intervention TOSA**  
Supervisor:           Principal  
Classification:       Exempt  
Attendance Standards:

**JOB DEFINITION:**

The English Language Arts Intervention TOSA, under general supervision of the principal, facilitates and coordinates the implementation of an English Language Arts academic support program for grades 9-12. This position will directly instruct students addressing instructional needs. It is essential that the instructional methods take into account the impact of the COVID-19 pandemic, understanding the importance of student motivation. The selected candidate will need to re-engage students in the learning process, providing the support necessary for credit completion.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Designing and implementing an academic support program for students in grades 9-12.
- Assess and monitor student progress, create data reports to share with staff, parents and the community.
- Work collaboratively with teachers and school-wide teams to improve students' knowledge and skills for English Language Arts.
- Knowledge of instructional strategies aligned with student assessment results. Able to adjust strategies based on the changing needs of students.
- Engage in ongoing professional growth to stay current in new developments in the field of literacy.
- Demonstrated successful leadership at a building or district level in the area of literacy instruction.
- Broad, strong knowledge of multi-tiered systems of support.
- Ability to conduct and evaluate instructional methods, using results to build continuous improvement into the intervention program.
- Organizational skills to manage multiple projects, prioritize work, keep and maintain accurate records, meet deadlines.
- Demonstrated ability to creatively solve challenging problems through innovation and collaboration
- Collaborate with teacher teams to establish a common language, common understanding of grade level expectations, rubric development and use, and common assessments.
- Work with school improvement leadership teams to help coordinate improvement plans that have research-based practices related to effective English Language Arts instruction.
- Evaluates and reflects upon professional practices and current research to support student learning.

- Other duties as assigned.

**QUALIFICATIONS:**

- Valid Oregon Teaching License with appropriate endorsement.
- Three (3) years successful teaching experience of secondary English Language Arts.
- Knowledge of literacy instruction to students, reading interventions, assessments, and monitoring student progress.
- Bachelors or Masters Degree

**WORKING CONDITIONS:**

While performing the duties of this job, the employee will occasionally sit, walk or stand. The employee will occasionally reach forward or above the head more than the average person. Ability to visit various buildings in the district. The employee must occasionally lift and/or move and push up to 90 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. The employee is directly responsible for the safety, well-being of students.

May require flexibility in hours, working 8:30 – 4:30 on some days, allowing for English Language Arts instruction with students after school.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to work independently with frequent interruptions.
- Ability to clearly communicate orally and in writing.
- Ability to work cooperatively and harmoniously as a team member.
- Ability to plan, organize, and work without close supervision.

The statement herein reflects general details as necessary to describe the principle functions of the job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work and physical requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences of relief, to equalize peak work or otherwise to balance the workload.

I have read and understand this job description.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_