

# **RIALTO UNIFIED SCHOOL DISTRICT**

## **Teacher on Special Assignment (TOSA) GATE/ K-8 Mathematics**

### **DEFINITION**

Under the direction of the Lead Innovation Agent or designee, the TOSA will assist in the implementation of the district GATE and mathematics programs, staff development, and parent education training and assist with data for both programs. The TOSA will also serve as a resource in differentiated learning experiences based on core curriculum and program requirements and objectives.

### **ESSENTIAL DUTIES**

- Write plan and coordinate GATE services throughout the school district.
- Coordinate needs assessments and assist with the development of GATE goals based on the needs assessments.
- Administer testing to all 2<sup>nd</sup> grade students and potential GATE students in grades 3 – 8, if eligible.
- Scan all gate tests; work with Information Technology to create the GATE matrix for each testing cycle; communicate results to school sites and parents, and keep appropriate district office copies.
- Plan, provide, and coordinate staff development and parent education of the GATE program.
- Assist sites with compliance issues and other related GATE requirements.
- Assist in the training and recruitment of GATE personnel.
- Assist appropriate staff with the placement and scheduling of GATE students.
- Attend student study team meetings involving GATE students.
- Complete, file, and work with school sites on GATE school/district reports.
- Attend all GATE related meetings.
- Improve teachers' mathematics content knowledge.
- Plan professional learning to change the mathematical mindsets of teachers, administrators, and students.
- Assist teachers in the integration of Standards for Mathematical Practice (SMP) into everyday instruction.
- Collaborate with teachers to analyze and assess students' progress toward meeting the mathematics standards and to create plans to further students' progress.
- Act as a resource and collaborate with teachers on improving content, management, and instructional strategies to better address the needs of all students in a positive environment.
- Lead workshops, presentations, study groups, or committees.
- Use data to analyze the effectiveness of GATE and California CCSS Mathematics instruction and intervention and work with teachers and administrators to plan and implement strategies for evidence-based improvement.
- Work collaboratively with the school sites to effectively select, implement, and evaluate educational programs aligned to



Working in close quarters with others:	Yes, all the time
Working inside:	95% of the day
Working outside:	5% of the day

**This job requires:**

Alertness:	Constantly
Attention to detail:	Constantly
The use of two hands:	Constantly
Recall of names and dates:	Constantly
Ability to work in temperatures down to 30 degrees and up to 105 degrees.	

**Ability to deal with psychological factors:**

Team work:	Constantly
Frustration:	Moderate - depends on the time of year
Repetitive tasks:	Yes, signature
Level of responsibility:	High
Must keep up with schedule:	High