



BROOKINGS

School District 5-1

TITLE: Elementary Learner Support Teacher on Special Assignment (TOSA)

QUALIFICATIONS:

1. Bachelor's degree
2. Teaching and/or leadership experience in a school setting demonstrating use and implementation of successful learner behavior management strategies.
3. Valid South Dakota teaching license

REPORTS TO: Elementary Principal

PRIMARY FUNCTION:

The Elementary Lead Teacher TOSA (Teacher on Special Assignment) serves in a variety of roles within the school, community, and district. This position, in collaboration with the administrative team, building principal, staff, parents and community, is to ensure that students have all of the necessary tools for academic and personal growth; serving as the liaison between students, parents, teachers, school personnel, and the community.

PHYSICAL REQUIREMENTS:

Up and down motion in the office; bending; stretching; and lifting up to 40 pounds. Mobility in and around office/school area. Constant hand-eye and mind-eye coordination. Frequent walking, keyboarding, speaking, writing, bending, carrying, pushing, pulling, sitting, reaching, stooping, and turning.

PERFORMANCE RESPONSIBILITIES:

Student Support

1. Assist students by providing social guidance and academic support as needed.
2. Assist the principal in maintaining a positive school climate and culture.
3. Serve as a resource for teachers and parents regarding student behavior and achievement.
4. Administer appropriate discipline to all students as outlined by the discipline matrix.
5. Establish and enforce clear expectations for student conduct and behavior
 - Ensure that all disciplinary actions are documented and communicated appropriately to parents/guardians and necessary staff members.
6. Collaborate with teachers to implement behavior management plans especially as it relates to issues of discipline and school culture.
7. Identify, plan, and implement strategies to address barriers to learning.
 - Attendance concerns
 - Student behavior challenges
 - Family connections

School Operational Support

1. The Elementary Lead Teacher TOSA will partner with the Principal to provide support across the school community.

2. Assist principal with the daily operations.
3. Maintain positive, constructive, and professional relationships with students, their families, and colleagues.
4. Maintain a strong, visible presence throughout the school day, actively engaging with students and staff to foster a positive, welcoming school environment.
5. Take immediate and effective action in response to critical incidents, ensuring timely resolution and maintaining a safe, supportive atmosphere for all students and staff.
6. Collaborate within committee work of staff to plan, problem solve, and support on an ongoing basis.
7. Organize and maintain the playground/lunchroom supervision schedule.
8. Perform other tasks, duties, and responsibilities as assigned by the Principal.

TERMS OF EMPLOYMENT:

The contract will consist of 180 days and will follow the master agreement.

EVALUATION PROCEDURE:

This position is responsible to the School Principal and the performance of this position will be evaluated yearly.