

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

JOB DESCRIPTION

TEACHER ON SPECIAL ASSIGNMENT (TOSA) FOR EL

Minimum Qualifications:

- Valid certification/ license from Ohio Department of Education or appropriate license for the assignment
- Documentation of a clear criminal record in compliance with state statute.
- Complies with drug-free workplace rules and board policies
- Exceptional oral and written communication skills

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

FLSA Classification: Exempt

Reports To: Executive Director of Student Services

Job Objectives:

Teacher on Special Assignment for EL Services, specializing in working with districts, students, families and communities to provide a continuum of ESCCO EL Services. Assist the ESCCO partner Districts with support and resources for continuous improvement regarding ongoing analysis and development of their ELL service delivery models to ensure compliance with state and federal statutes such as: Instructional Best Practices and Strategies, Support with Translation of required documents, Increase Interpreter Services for Districts and Families, Provide opportunities for community outreach projects to enhance collaboration between districts, families and communities, Develop Partnerships with businesses, agencies and faith-based organizations that support, Provide professional development opportunities and training for teachers, parents and communities, Keep current and enhance ESCCO website and explore pathways to provide credential opportunities for ESL Teachers and Bilingual Aides.

Responsibilities and Essential Functions:

"The following duties are representative of performance expectations, however the list below is not ranked in order of importance."

- Expertise in program options, services and curricular materials that address the educational needs of EL program participants.

- Able to organize community and agency support for EL services and student assimilation activities
- Knowledge and expertise related to EL services, Policies and Guidelines relating to EL, Identification, Ohio English Language Proficiency Assessment (OELPA), Ohio English Language Proficiency Standards (OELP)
- Collaborates with Director of Program Resources to complete ODE's CCIP Narrative, Budgets, District Consortium information and data.
- Supports the marketing and services of "On Demand Interpreters" to Districts
- Performs other specific job-related duties as directed by the Superintendent or his/her designee.

"Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio."

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

It is the employee's responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

January 2020