

Job Description

Title: Language Acquisition - TOSA

Reports to: Director of Language Acquisition

Qualifications:

- NYS TESOL or BIL Certification
- Minimum 5 years of teaching experience
- Thorough knowledge of NYS Learning Standards (including PLDs & ToMs)
- Fluent in Spanish
- Prior demonstrated successful experience as a department chair/lead and/or developing and providing professional development to peers

Job Goal:

The Language Acquisition TOSA will assist the Director of Language Acquisition in providing coordination and support of curriculum and instruction, assessment, and professional learning, as well as assisting with the district's compliance of CR Part 154-2. As the Language Acquisition TOSA, the teacher will collaborate with the District to facilitate professional development for the faculty and staff as it pertains to instructional practices for ELLs.

Special Skills & Knowledge:

- Successful Demonstrated knowledge and implementation of the NYS Blueprint for English Language Learner Success, Targets of Measurements (ToMs), and Proficiency Level Descriptors (PLDs)
- Able to prepare, review, interpret, and present data
- Technology and presentational skills
- Strong knowledge of curriculum, instruction, and assessment
- Demonstrated knowledge and implementation of CR Part 154-2
- Ability to work and communicate with a diversity of individuals and/or groups
- Demonstrated experience with cultural responsiveness

Duties & Responsibilities:

- Assist in the coordination of department meetings (e.g. interpreting regulatory policies; planning and implementing curriculum, etc.) for the purpose of disseminating and receiving information and ensuring service delivery in compliance with established guidelines.
- Meets regularly with the Director of Language Acquisition to provide guidance and support in coordinating C & I ELL specific professional development offerings to meet CTLE requirements

- Reports monthly to the Director of Language Acquisition on current district/ school support, activities, tasks, meetings and conference attendance and other areas as requested
- Adaptable to changing work priorities based on student needs
- Coordinating activities between the district and schools
- Organizing, communicating, and facilitating program goals, and district initiatives
- Collaborates in the identification of program needs for the purpose of providing recommendations of expenditures for resources
- Utilize data for program evaluation and program design to facilitate curriculum development, assessment development, and professional learning for the purpose of enhanced instructional practices and outcomes
- Serves as a resource to department personnel (curriculum, instructional process, etc.) for the purpose of providing support, guidance and mentoring when requested and based on their knowledge and experience with the language acquisition process
- Assists the Director of Language Acquisition (curriculum implementation, regulatory compliance, curriculum standards, etc.) for the purpose of providing information required for developing administrative reports
- Provides professional development by participating or leading efforts for the purpose of providing current information and instructional strategies to faculty and staff
- Assists others in understanding language acquisition and integrating ELL practices within the district's content area curriculum for the purpose of meeting the needs of ELLs
- Confers with other personnel in the Curriculum & Instruction Division as may be appropriate regarding instructional techniques, development of curriculum, students' needs, etc.
- Participates in a variety of meetings for the purpose of representing the department
- Serves as a liaison between district/building administration and department staff for the purpose of enhancing communications between all parties
- Supports building administrators in meeting the needs of the teaching and learning of ELLs
- Assists in the identification of grant opportunities in the areas of language acquisition and professional development of instructional staff
- Supports teachers with classroom practices that benefit Newburgh scholars
- Supports teachers by modeling lessons, instructional moves, and providing feedback that assist with improving outcomes/ academic achievement