

ORANGE UNIFIED SCHOOL DISTRICT

TOSA – Student Assessment and Educational Measurement

BASIC FUNCTION

The job of the TOSA – Student Assessment and Educational Measurement is to support the Coordinator of Student Assessment and Educational Measurement in the deployment, training, facilitation, submission and reflection of all district assessments; including, but not limited to, Smarter Balanced Assessment Consortium (SBAC), California High School Exit Exam (CAHSEE), Physical Fitness Test (PFT), Science Test (CST/CMA/CAPA), California Alternate Assessment (CAA), Advanced Placement (AP), Preliminary Scholastic Aptitude Test (PSAT), etc. In addition to supporting the assessments, this position will support data management and federal reporting submitted by the Coordinator of Student Assessment and Educational Measurement.

This job reports to the Coordinator of Student Assessment and Educational Measurement.

DISTINGUISHING CHARACTERISTICS

This position classification requires expertise in the field of technology integration into reading/language arts, mathematics, social science, science and/or English language development. Direct experience in implementing technology into these areas is required to perform programmatic analyses using widely prescribed instructional principles and concepts. This position classification performs light work involving sitting a portion of the time, but does require walking and standing for extended periods. This position requires accurate perceiving of sound, near and far vision, depth perception, the ability to provide oral information and direction, and the handling and transporting of instructional and assessment materials and objects. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

ESSENTIAL DUTIES

- Working collaboratively with individual teachers or groups of teachers to integrate technology into instruction to support assessment
- Working collaboratively with individual teachers or groups of teachers to understand our assessment system and how to obtain summative and formative feedback regarding student progress.
- Disseminating information regarding technology resources, emerging technologies, best practices using technology, and professional development opportunities
- Facilitating or conducting technology and assessment related professional development for school staff
- Modeling effective instructional strategies using technology during professional developments
- Identifying trends in software, curriculum, teaching strategies, and other educational areas
- Collaborates with teachers for the purpose of on the design and preparation of district developed tools to enhance the implementation of programs and technology, assessments

and learning environment that meet student programs and District objectives in an effective and timely manner.

- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Support the facilitation and gathering of data for reporting systems

Ability to:

Communicate effectively in oral and written form, utilizing a simplistic communication mode in ensuring understandable and thorough communication;

Establish and maintain cooperative and effective working relationships with others.

Organize, evaluate and analyze data and plan actions based on the data collected.

Serve as a resource in classroom management, curriculum, instruction, assessment and technology for instructional staff.

Display the use of good judgment in making decisions.

Train and provide work direction to others.

Work independently with little direction.

Meet schedules and timelines.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Three years of successful teaching reading and language arts, mathematics, or English language development and demonstrated leadership ability to integrate technology into the curriculum.

Education:

Bachelor's degree or equivalent. Depth of training in implementing best instructional practices

Requirements:

Valid California Teaching Credential

Appearance, grooming and personality which establishes a desirable example for pupils and peers.

Ability to meet District standards for physical and mental health.

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment:

Insurability by the District's liability insurance carrier