

CERTIFICATED JOB DESCRIPTION

PERRIS ELEMENTARY SCHOOL DISTRICT

EXPANDED LEARNING OPPORTUNITY TEACHER ON SPECIAL ASSIGNMENT (TOSA)

BRIEF DESCRIPTION

Under the direction of the Director of Instructional Services, the ELO-P TOSA will work with external organizations, school administration, school staff, students, and the community to provide quality extended day opportunities to enhance academics, enrichment, and family involvement that aligns with our district's mission and vision. The ELO-P TOSA is responsible for communicating information on program activities, student progress, and related concerns while building a positive school culture and providing our scholars with diverse opportunities in order to reach their fullest potential and become lifelong learners. ELO-P TOSA performs their duties independently and without close supervision, and is responsible for promoting the academics, enrichment, and goals of the school by performing the duties and activities necessary to effectively integrate district and community needs. Encourages educational support and community involvement with parents. Assists families to understand opportunities to provide to their scholar and empowers them to be advocates for quality education.

EXAMPLES OF DUTIES

- Supports beyond school day hours; before, afterschool, and non-instructional days (i.e. Saturdays and Sundays).
- Ensures policies and procedures are aligned with the district, school and follow state requirements while assisting in technical support.
- Assists in interpreting and promoting ELO programs and family engagement workshops to interested community members while maintaining a positive relationship between home, school, and community.
- Assists in collaborating with the school principal and site-based staff to enhance ELO-P.
- Plans, schedules, organizes, and implements age appropriate, engaging, hands-on instructional activities, and evaluates effectiveness.
- Assists in implementing, scheduling, and monitoring of special programs, workshops, and events for students and families.
- Interacts and stimulates interest while conducting and supervising program activities including, but not limited to sports, STEM, STEAM, art, SEL, tutoring, social activities, and family engagement events to support student success.
- Acts as a liaison between school staff, principal, and ELOP community-based organizations.
- Develops communication, newsletters, and flyers to promote school activities, achievements, and manages correspondence.
- Communicates with school administration, teachers, students, and parents, in person, by phone or by email, regarding student progress, discipline, campus safety, attendance, and other related topics as necessary and as assigned.

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- Assists in aligning school initiatives such as SEL Wellbeing, PBIS, academic priorities, mission, vision, and goals.
- Coordinate and communicate with partners that support expanded learning program
- Works with parent leaders to recruit volunteers for district parent engagement projects as needed while encouraging parents to participate in parent engagement activities required by federal and state regulations and aligned to the Local Control and Accountability Plan (LCAP) and ELOP priorities.
- Maximizes district utilization of available community resources.
- Refers parents for community-based services.
- Works with the Director of Instructional Services to provide data inputs to assess programmatic success, as well as for the purpose of state reports, as needed.
- Collaborates with site and district staff to gather, analyze, and organize ELOP program data and supporting documentation in alignment with CDE reporting and compliance requirements.
- Performs other related duties as assigned for the purpose of ensuring an efficient and effective program and work environment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Basic principles of public education systems.
- Strong interpersonal and leadership abilities to partner with cultural and language diverse populations.
- Community resources related to children and parent needs.
- The local school district's educational goals and objectives.
- ELOP guidelines and priorities.

Ability to:

- Maintain and establish effective relationships with parents, teachers, and other school district personnel.
- Familiarize themselves with school programs.
- Coordinate and plan instruction.
- Encourage students and parents in their participation in school activities.
- Speak publicly before school related groups.
- Follow methods and procedural guidelines.
- Work cooperatively with district and school staff, as well as families and the community.

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EDUCATION AND EXPERIENCE

Education:

- Baccalaureate Degree in all courses needed to meet credential requirements
- Professional Clear Multiple Subjects Credential or Life Elementary Credential
- with CLAD or BCLAD or equivalent
- BCLAD preferred

Experience:

- Three (3) years successful classroom teaching is required

Other:

- Bilingual in English and Spanish preferred
- Ability to use personal vehicle to travel to other sites/locations

ASSIGNMENT AND SALARY

Assignment:

- Ability to work a non-traditional, flexible schedule.

Salary:

- Appropriate placement on the certificated salary schedule.
- This position is funded fully by categorical funds and is contingent on on-going Expanded Learning Opportunity grant funds.

194 work days

Job Description: Expanded Learning Opportunity Teacher on Special Assignment (TOSA)

Salary Schedule: Schedule 103 Certificated TOSA, Coach, & Counselor

Revision Board Approved: January 22, 2026