

## Santa Clara County Office of Education

**Class Title: Teacher on Special Assignment (TOSA)- Early Start (Birth-3 years)**

### General Description

Under the supervision of the Assistant Director/Program Specialist, Teacher on Special Assignment- Early Start provides support and guidance to manage DHH (Deaf/Hard of Hearing) caseloads as well as support all the other Early Start team members in areas pertaining to instruction, IFSP (Individualized Family Service Plan), home visits, transition from Early Start to Preschool. In addition, the Teacher on Special Assignment will provide additional support as appropriate to SCCOE Early Start program.

### Duties and Responsibilities

#### ESSENTIAL DUTIES:

Provides technical assistance to staff related to the implementation of curriculum and assessment within the SCCOE Early Start program.

Attends professional development training that benefits the Early Start program.

Administers the assessment tools used in Early Start i.e. BDI (Batelle Developmental Inventory), HELP, vision and hearing assessments etc.

Coordinates and provides professional development opportunities to the Early Start service providers.

Works in coordination with San Andreas Regional Center to help with training modules, file review, and provide training to staff.

Navigates electronic applications such as Google Docs, distance learning platforms, Zoom, SIRAS and other technologies related to student learning and family coaching; provides support to staff and families in





