



"Every child, every chance, every day."

Santa Barbara Unified School District

720 Santa Barbara Street, Santa Barbara, CA 93101

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www.sbunified.org

Title: Academy Director -Teacher on Special Assignment (TOSA)

Reports to: Site Principal

Salary Schedule Range: Depends on Experience (Highest placement would be at Class III, Step 10 of the Teacher Salary Schedule- available online in the Human Resources section of District website) Annual stipends for a Master's and Doctorate degrees.

Benefits: Eligible to participate in District health, vision, dental and term life insurance.

Contract Days: Up to 200 days, depending on Academy assignment.

Purpose of Position: To provide instructional leadership to carry out the vision of the academy as well as support the day to day operations of the academy.

Essential Functions:

- Must be a highly qualified and competent teacher, who is committed to the welfare and education of all students.
- Will maintain professional competence through participation in in-service education and/or in self-selected professional growth activities.
- Provide leadership and oversight of the academy program.
- Attends the academy events whenever possible.
- Will work in conjunction with the Principal to supervise academy students.
- Inspires professional conduct from all academy constituents.
- Insures that academy is fully integrated as part of the larger school program and culture.
- Insures fair and equitable access to academy program through the academy admission process.
- Runs the academy as a professional work space with a cultural of professionalism.
- Establishes an academy budget, in consultation with the principal and follows all applicable ASB and District guidelines.
- Maintains an academy facilities in good working order.
- Works with the principal to fulfill the scheduling needs of academy students.
- Maintains an inventory of academy equipment and facilitates the purchase of new equipment when needed.
- Develops community support by being visible, and accessible to students, parents and the community.
- Promotes the academy throughout the school and broader community.
- Coordinates academy field trips in accordance with district policy.

Working Conditions & Physical Demands:

- Ability to work at a desk, conference table or in meetings of various configurations.
- Ability to stand and circulate for extended periods of time.
- Ability to see for purposes of reading laws and codes, rules and policies, and other printed matter and observing students.
- Ability to hear and understand speech at normal speech levels.
- Ability to communicate so others will be able to clearly understand normal conversation.
- Ability to lift up to 25 pounds.
- Ability to carry up to 25 pounds.
- Moderate to high stress levels.
- Work is predominantly in a school environment.
- Climate is normal; occasional adverse weather conditions.
- Daily contact with students, teachers, and school staff.

- Regular contact with parents, community members and outside agency personnel.

Abilities and Knowledge:

- Ability to contribute to co-construct a long-term vision for instructional practices to help teachers ensure students read, reason, and communicate for college-career readiness
- Deep familiarity with CTE standards and proficiencies
- Demonstrated pedagogical expertise
- Use data to inform instructional and program decisions in a cycle of inquiry
- Demonstrated capacity to integrate technology into instructional design and delivery
- Student-centered, growth mindset
- Ability to function as a lead learner for other adult learners.

Required Qualifications:

- Valid California Single Subject Credential with EL Authorization or valid CTE credential

The District reserves the right to update, revise or change this job description and related duties at any time.