

Policy F.2. Hiring Teacher on Special Assignment (TOSA) Leadership Positions

This policy will apply to job positions that involve release time for current Compass teachers to assume leadership tasks as designated by the Head of School. As such, these positions are for internal candidates only. This policy does not apply to job openings that fall outside of teacher leadership positions (e.g., Director of Operations) which will be covered under policy F.1.

The Head of School shall compose a job description for the TOSA position that clearly outlines the roles and responsibilities as well as the percent of release time from teaching responsibilities.

The TOSA announcement shall be made via email and staff meeting. This announcement shall include the job description. Interested teachers should contact the Head of School prior to the deadline given.

The Head of School will interview all interested candidates and select the person to fill the position.

TOSA positions will have a three-year term whereupon the position is re-opened. The person currently holding the TOSA position is eligible to re-apply for the position.

Once a TOSA teacher leader has been hired, the Head of School shall inform the Board of Directors at their next meeting.

Adopted December 2023