

Pleasant Hill School District



LICENSED POSITION OPENING

October 13, 2022

Posting #2223-057

POSITION: 9th Grade Seminar, Credit Recovery & 6th Grade PE Teacher – Temporary for 2022-23 (1 FTE)

LOCATION: Pleasant Hill High School

REQUIREMENTS: Valid Oregon Teaching License. Ability to pass drug screen if hired.

QUALIFICATIONS: The District is seeking a 9th Grade Seminar, Credit Recovery & 6th Grade PE Teacher. Duties to include helping to provide the skills and instruction necessary for our 9th Graders to navigate high school.

SEE ATTACHED JOB DESCRIPTION

SALARY: \$39,226 to \$76,106 for 2022-23

CLOSING DATE: October 27, 2022 or until filled

INTERVIEWS: Finalists will be contacted for interviews

START DATE: As soon as possible

TO APPLY: To be considered for this position, the application packet must include:

1. Cover letter
2. Current resume
3. Oregon Teacher Application Form (available on our website at www.pleasanthill.k12.or.us). TalentEd Recruit and Hire Application is acceptable <https://pleasanthillor.tedk12.com/hire/index.aspx>)
4. At least three current letters of recommendation
5. Transcripts (unofficial) – official required upon hire
6. Proof of license

Send completed application materials to: Pleasant Hill School District No. 1
Attention: Posting #2223-057
36386 Highway 58
Pleasant Hill, OR 97455
- OR -
Email to: hiring@pleasanthill.k12.or.us

THIS POSITION IS OPEN TO CURRENT PLEASANT HILL SCHOOL DISTRICT EMPLOYEES AND TO CANDIDATES NOT CURRENTLY EMPLOYED BY THE DISTRICT. THE SCHOOL DISTRICT RESERVES THE RIGHT TO REJECT ANY OR ALL APPLICATIONS AND TO NOT FILL THE POSITION OR TO POST IT AGAIN.

**Pleasant Hill School District
Job Description**

Job Title: Teacher – Middle & High School
Reports To: Principal
FLSA Status: Exempt

JOB SUMMARY

This position is responsible for providing services in education to a variety of students in a classroom setting. Instructs students, maintains student discipline, and is responsible for student academic achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the District.
3. Plans a program of study that meets the individual needs, interests, and abilities of students.
4. Uses a variety of instructional techniques and instructional media, consistent with the needs and capabilities of the individuals or student groups involved.
5. Makes learning visible through effective student engagement.
6. Integrates technology to support effective instruction, student learning, and classroom management.
7. Reflects on daily instruction and utilizes research-based best practices to modify practices for greater student outcomes and effective classroom management.
8. Plans and supervises purposeful assignments for teacher aide(s).
9. Assists in the selection of books, art materials, equipment and other instructional materials.
10. Instructs students and assigns relevant homework.
11. Grades papers, assignments, and assessments promptly and accurately.
12. Prepares and administers subject/topical specific tests to measure student abilities and progress.
13. Prepares report cards, progress reports, and facilitates conferences with students and parents.
14. Completes required paperwork in specified time and manner.
15. Designs and implements appropriate instruction assigned in accordance with students' needs, District curriculum, and state standards.
16. Conducts appropriate assessments of students' work and maintains accurate and regular data on students in areas of attendance, grades, and IEP progress, if applicable.
17. Supervises students in hallways before, after and between classes, in library, and at special events, ensuring safety and security at all times.
18. Assists the administration in implementing policies and rules governing student life and conduct.
19. Appropriately maintains and secures confidential records and inquiries.
20. Maintains appropriate certifications and training hours as required.
21. Works to establish and maintain open lines of communication with students and their parents concerning the academic and behavioral progress of their students through conferences, written messages, telephone calls, and/or e-mail.
22. Promptly reports any serious accident or illness affecting students in the teacher's charge or any incident which might affect the school, staff, or students therein.
23. Assesses the accomplishments of students on a regular basis and maintains such records as required by law and by District policy.
24. Takes all responsible precautions to provide for health and safety of the students and to protect equipment, materials, and facilities.
25. Cooperates with other members of the staff in planning instructional goals, objectives, curriculum, and instructional methods.
26. Professionally represents the school and the District in interactions with parents, community members, staff, and students.
27. Adheres to all standards established by Teachers Standards and Practices Commission for Competent and Ethical Educators.
28. Complies with applicable District, state, local, and federal laws, rules, and regulations.
29. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings.
2. Attends staff meetings.
3. Substitutes for other teachers, as necessary.
4. Reports issues to authorities as necessary, animal control, suspicious activity, etc.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Bachelor's degree (B.A. or B.S.) required, Master's degree (M.A. or M.S.) strongly preferred. Prior successful experience teaching art to adolescent students in a school setting strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Demonstrated ability to successfully work with and teach adolescent students.
- **Language Skills:** Ability to communicate fluently in English, both verbally and in writing. Ability to effectively present information and respond to questions in one-on-one and small group situations to students, parents, and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, IEPs, operating and maintenance instructions, procedure manuals, governmental regulations, and professional journals. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and draw and interpret data and bar graphs.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to deal with nonverbal symbolism such as formulas. Ability to deal with a variety of abstract and concrete variables and concepts. Ability to solve visual problems in two dimensional space, 3D space, and negative space.
- **Computer Skills:** General knowledge of computer usage and ability to use e-mail, spreadsheets, internet and word processing software, and other software programs as determined by the District. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical, and cognitive development of adolescent students. Possesses knowledge of effective behavior management methods. Ability to meet time lines and exercise good judgment while working in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Must have a valid teacher's license and an Art endorsement through the Teachers Standards and Practices Commission (TSPC), Oregon Driver's License, and a CPR/First Aid card.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel or crouch. The employee must

regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a standard classroom setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions. The employee may be exposed to fumes, toxic or caustic chemicals, and airborne particles from art materials. The employee may be exposed to bloodborne pathogens.

OTHER

<p>Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable.</p>
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