

**SCHOOL  
DISTRICT***Preparing children for an ever changing world*

504 N. Third Ave. / PO Box 28  
Rockaway Beach, OR 97136  
Phone: 503-355-2222  
Fax: 503-355-3434  
[www.nknsd.org](http://www.nknsd.org)

February 28, 2024

**POSITION:** 24-25 Primary Teacher

**LOCATION:** Nehalem Elementary School

**DURATION:** 191 Days

**TO APPLY AND/OR QUESTIONS CONTACT:**

Kathie Sellars, Administrative Assistant/HR Coordinator  
Neah-Kah-Nie School District  
PO Box 28/504 N. Third Avenue  
Rockaway Beach, OR 97136  
Phone: 503-355-3506

**SALARY RANGE:** \$48,969 - \$97,935

**APPLICATION TIMELINE:** Open until filled

**APPLICATION REQUIREMENTS:** Submit application to [TalentEd](#) Apply to position #507. Only complete applications will be considered. A complete application must consist of the following: TalentEd application, cover letter, two letters of recommendation, transcripts and teaching license.

Table of Maximum Contributions			
Tier	2022-2023	2023-2024	2024-2025
Full Family	2,436.77	2,448.95	2,461.19
Employee/Spouse	1,729.29	1,737.94	1,746.63
Employee/Child	1,493.51	1,500.98	1,508.48
Employee Only	786.06	789.99	793.94

**QUALIFICATIONS:** See attached job description. Must have or be eligible for appropriate TSPC licensure. Must be able to pass Oregon Department of Education Criminal History Background check and pre-employment drug screen.

For additional district information and to apply visit our website at: [www.nknsd.org](http://www.nknsd.org)

Neah-Kah-Nie School District is an equal opportunity educator and employer. The district does not discriminate in employment, treatment in, admissions to, or access to its programs, activities, and services on the basis of race, color, age, sex, national origin, handicap, or otherwise as proscribed by applicable state and federal laws and regulations.

The District, in support of employment practices free of barriers to disabled persons and in compliance with the Americans with Disabilities Act of 1990, provides reasonable accommodations necessary upon request and appropriate notice. For further information or assistance, contact the District Administration Office at (503) 355-2222. Speech/hearing impaired persons may reach the District through the Oregon Telecommunications Relay Service by dialing 1-800-735-2900.

**NEAH-KAH-NIE SCHOOL DISTRICT**  
**Job Description**

**TITLE:** **ELEMENTARY TEACHER**

**REPORTS TO:** Principal

**EVALUATED BY:** Principal

**FLSA STATUS:** Exempt

**JOB SUMMARY:**

Plans and implements lesson plans which meet the needs of a diverse student population, teach students, correct students' work and maintains a safe learning environment for students to develop skills and abilities to meet State Benchmark Standards.

**ESSENTIAL FUNCTIONS / PERFORMANCE RESPONSIBILITIES include the following. Other duties may be assigned.**

1. Provide instruction in reading, writing, speaking, social studies, mathematics, science, art, health, physical education, and music utilizing a course of study which focuses on the state content and performance standards and is adopted by the Board of Education.
2. In preparation for instruction, address both short and long-term learning goals using prepared written lesson plans.
3. Provide developmentally appropriate learning experiences, including activities, which challenge, motivate, and actively involve all students.
4. Adapt and modify instructional strategies and materials, as necessary, to support all students' academic progress with collaboration from special services department.
5. Maintain professional competence through inservice education activities provided by the district and/or self-selected professional growth activities.
6. Use a variety of formal and informal assessments to monitor student progress and achievement of the instructional objectives.
7. Maintain a collection of evidence that documents student growth over time.
8. Prepare and maintain accurate and complete records as required by law and district policy.
9. Maintain professional confidentiality concerning individual student data and achievement.
10. Identify and refer students who need additional services and support.
11. Communicate to students and parents the level of student achievement and progress toward established classroom, district, and state standards.
12. Work constructively and communicate regularly with colleagues and others for the purpose of improving the quality of a student's behavior and academic success.
13. Establish and maintain standards of student behavior needed to achieve a functional learning environment. Notify and involve parents/guardians regarding a student's behavior as outlined in school and district policies.
14. Take all reasonable precautions to provide a safe, secure learning environment.
15. Encourage parents to volunteer on a regular basis and provide them with a variety of constructive tasks to perform.

16. Maintain a high level of professional integrity by adhering to the Teacher Standards and Practices requirements for an Ethical/Competent Educator, (as written in the Staff Handbook) as well as Board policy and State Law.
17. Participate in various meetings (e.g. staff, team, parent conferences, inservice training, curriculum etc.) for the purpose of receiving and/or providing information or sharing expertise.
18. Maintains satisfactory attendance as defined in district policy and regulations.

**SUPERVISORY RESPONSIBILITIES:**

1. Trains, monitors and assigns work to instructional assistants.

**MARGINAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned.**

1. Makes photocopies
2. Moves classroom furniture and organizes classroom
3. Coordinates and/or supervises at special events and/or field trips

**MINIMUM 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.

1. Hold a valid Oregon Elementary Teaching license.
2. Demonstrated knowledge of child growth and development at each level of instruction.
3. Understands and effectively applies the instructional and assessment requirements necessary to assist students in reaching the content and performance standards as established by Oregon's Educational Act for the 21<sup>st</sup> Century.
4. Possess knowledge of and appropriately applies effective behavior management methods.
5. Possess functional computer literacy, knowledge of word processing and an understanding of how computers can assist instruction. Ability to respond verbally and in writing to common inquiries or complaints from students, parents, regulatory agencies or members of the community.
6. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures governmental regulations and legal documents.
7. Ability to write reports, business correspondence and procedure manuals.
8. General knowledge of computer usage and ability to use database software, e-mail, internet software, spreadsheets and word processing software.
9. Criminal Justice Fingerprint clearance.

**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.

Significant physical abilities include lifting/carrying, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/field of vision. (See addendum for details)

**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.

***I have read and understand the responsibilities and qualifications of this job description.***

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Employee Signature

Date