



Prairie City School District

P.O. Box 345 • 740 Overholt Street • Prairie City, Oregon 97869 • (844) 820-3314

POSITION OPENING

7-12 Language Arts Teacher

Short video about our School District: https://youtu.be/zkqWi7_C9ME

Position Description:

Prairie City School District #4 is accepting applicants for a full-time **7-12 Language Arts Teacher** at Prairie City School in Prairie City, Oregon for the upcoming **2023-24 school year**. Position is responsible for creating a classroom environment that develops in each student skills of listening, speaking, reading, and writing that are fundamental to effective communication and literate citizenship; that develops appreciation of good literature of all types; that motivates students to read widely for information and recreation; that develops standards for critical judgment of written and oral communications transmitted by mass media; and that discovers and develops special talents of students in the field of English to prepare each student to meet the Oregon state standards.

About the Area and Community:

The city of Prairie City is located in the upper end of the John Day Valley in beautiful Grant County, Oregon. The community consists of a population around 900 people and is bordered to the south by the scenic Strawberry Mountains and adjacent to the John Day River. Prairie City's community is dotted with cattle ranches and is in the middle of some of the greatest hunting, fishing, and outdoor recreation areas in Eastern Oregon.

EEO and ADA Information:

Prairie City School District 4 is an Equal Opportunity Employer and does not discriminate in employment on the basis of race, religion, sex, national origin, age, marital status, or disability. Prairie City School District 4 complies with all applicable state and federal statutes and regulations in employment.

Essential Duties

1. Teaches content and skills in English language, literature, composition, reading, journalism to middle/ high school students.
2. Adapts English material and methods to develop relevant sequential assignments and lesson plans that guide and challenge students.
3. Evaluates academic and social growth of students, prepares report cards, keeps appropriate records to include attendance reports, checklists, census forms, and other recordkeeping activities as necessary.
4. Encourages students to think independently and to express original ideas.

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5. Evaluates each student's progress in meeting the course standards for English skills (listening, speaking, reading and writing).
6. Establishes and maintains standards of student behavior needed to provide an orderly, productive classroom environment.
7. Identifies student needs and cooperates with other professional staff members in assessing and helping students solve learning, health and attitude problems.
8. Communicates with parents and school counselors on student progress.
9. Supervises students in assigned out-of-classroom activities during the working day.
10. Participates in faculty committees and the sponsorship of student activities.
11. Administers testing in accordance with districts testing practices.
12. Models nondiscriminatory practices in all activities.

Other Duties

1. Maintains professional competence by attending staff development programs, curriculum development meetings and other professional activities.
2. Participates in various student and parent activities which occur in school including PTA, student clubs and after-school activities.
3. Creates an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers.
4. Performs any other related duties as assigned by the Principal or other appropriate administrator.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor's or Master's degree in education or a related field. Must be eligible or possess Oregon Teaching License with appropriate endorsement to teach Language Arts. Must possess ability to communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, & the public.

Supervision Exercised: Dependent on grade level and subject; may include instructional assistants, volunteers, tutors.

Supervision Received: Principal

This job description in no way states or implies that these are the only duties to be performed by this employee. The Teacher will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Prairie City School District #4 reserves the right to update, revise or change this job description and related duties at any time.

Salary Range: \$40,076 - \$76,451

Application Materials:

1. Cover letter
2. Application-available on District Website: <https://www.pcsd4.com/>
3. Resume

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4. Three (3) letters of recommendation
5. Official Transcripts
6. Copy of Oregon Teaching License

Incomplete applications will not be considered. Applicants considered for this position will be contacted

Send application materials to:

Susie Combs
Prairie City School Dist. #4
P.O. Box 345
Prairie City, Oregon 97869
Email: combss@grantesd.k12.or.us

Closing date: **April 20, 2023**, however the District retains the option of accepting applications until the position is filled. Application received after this date may not be accepted.

Starting Date: September 5, 2023

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