

# **BANKS SCHOOL DISTRICT NOTICE OF Certified VACANCY**

Cert2021-22TOSA  
Permanent Position  
Start of 2021-22 School Year



**Position:** 1.0 FTE TOSA High School Technology Classroom Teacher/  
District Data Manager

**Job Description:** Promotes and develops successful learning for students. Performs instructional and related duties as they pertain to the state standards. Perform duties in accordance with District Policies and terms of the teacher contract. Maintains a cooperative attitude with staff, parents, and students. Coordinates the collection, storage, and organization of District data. Produces key indicators, assessment, and technical reports to support District operations and regulatory requirements. Provides professional development to groups that collect or utilize District data. Provides assistance for online learning and technical support.

**Certificate and Other Qualifications:**

- A minimum of a Bachelor's degree from an accredited institution
- Holds a full state license and appropriate endorsement from Teacher Standards and Practices Commission

**Salary:** According to Salary Schedule

**Process:** Apply online through TalentEd

All correspondence becomes the property of Banks School District.

**Closing Date:** Open until Filled

**Starting Date:** 2021-22 School Year

**For more information contact:**

Jeff Leo, Superintendent  
Phone: 503-324-8591

**JOB DESCRIPTION  
TOSA – Classroom/Data Manager**

**IMMEDIATE SUPERVISOR:** Building Principal

**GENERAL DUTIES**

The teacher promotes and develops successful learning for students. The teacher also performs instructional and related duties as they pertain to the state standards. The teacher must perform duties in accordance with District Policies and terms of the teacher contract. The teacher also maintains a cooperative attitude with staff, parents, and students. Coordinate the collection, storage, and organization of District data. Produce key indicators, assessment, and technical reports to support District operations and regulatory requirements. Provide professional development to groups that collect or utilize District data. Provide assistance for online learning and technical support.

**ESSENTIAL REQUIREMENTS**

- A. A minimum of a Bachelor's degree from an accredited institution
- B. Holds an appropriate license from the Teacher Standards and Practices Commission in the State of Oregon
- C. Demonstrates a very good command of oral and written English language
- D. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds
- E. Maintain integrity of confidential information relating to students, staff, or district patrons
- F. Ability to work harmoniously with others
- G. Proficient in the use of computer and Internet based applications, including but not limited to email and systems applications
- H. The ability to learn new automated systems as they are brought online by the District
- I. Perform administrative, operational, and maintenance tasks on District data sets
- J. Coordinate the creation of various reports, disaggregated data sets, and consolidated student data sets to meet governmental reporting requirements and departmental needs
- K. Serve as a primary contact, and expert resource, for technical assistance related to data systems within an assigned area of responsibility
- L. Collaborate with outside agencies, vendors, and other staff to identify data needs, determine transmission methods, and standardize workflows
- M. Ensure District compliance with relevant laws, policies, and program requirements
- N. Provide professional development to groups of various sizes in the collection of data and the use of data systems within an assigned area of responsibility

## **ESSENTIAL RESPONSIBILITIES**

A. The competent teacher will:

1. Provide a variety of classroom techniques and methods
  - 1.1 Promote high levels of achievement in relation to individual student abilities
  - 1.2 Use techniques and methodologies appropriate to student abilities
  - 1.3 Utilize current and relevant subject matter
2. Demonstrate knowledge of and ability to use research-based principles of effective instruction
  - 2.1 Organize instruction using learning objectives with clearly defined student outcomes
  - 2.2 Employ teaching strategies congruent with planned student outcomes
  - 2.3 Select teaching strategies emphasizing student involvement
  - 2.4 Monitor student learning and pace instruction accordingly
3. Develop and maintain an environment conducive to effective student learning
  - 3.1 Develop written rules of classroom behavior and communicate those rules to all students
  - 3.2 Enforce written rules for classroom behavior
  - 3.3 Communicate course goals and academic expectations to students
  - 3.4 Provide for the health and safety of students in all instructional settings
4. Prepare effectively for class
  - 4.1 Prepare daily lesson plans
  - 4.2 Provide instruction predicated on course goals and objectives
5. Develop and communicate appropriate grading standards to students
  - 5.1 Establish written grading standards that are clear and incorporate a variety of graded activities
  - 5.2 Assure that grading standards are explained and available to parents and students
6. Develop and maintain positive interpersonal relationships
  - 6.1 Model personal behaviors of honesty, fairness, courtesy and consideration
  - 6.2 Maintain a cooperative relationship with administration, staff, students and parents
  - 6.3 Share appropriate information with parents and with other staff members

7. Provide documentation of students' progress
  - 7.1 Provide timely and accurate feedback/documentation to students, parents, and appropriate staff members
  - 7.2 Assign and check homework and provide feedback to students
  - 7.3 Maintain appropriate records of student performance
  
8. Build motivation and interest in learning
  - 8.1 Exhibit personal interest and encourage student interest in the subject area
  - 8.2 Maintain a current awareness of literature/activities/research in subject area

9. Maintain an ongoing personal program of professional growth and development
  - 9.1 Develop and implement annually an approved plan for professional growth and development
  - 9.2 Identify and request to attend professional workshop activities intended to increase the teacher's instructional effectiveness
  - 9.3 Participate in District sponsored in service offerings appropriate to assignment
  
- B. Cultivate and model a respectful working and learning environment

Banks School District believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

**PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES**

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				<b>X</b>	
Stationary Standing				<b>X</b>	
Walking (level surface)				<b>X</b>	
Walking (uneven surface)			<b>X</b>		
Crawling		<b>X</b>			
Crouching (bend at knees)			<b>X</b>		
Stooping (bend at waist)			<b>X</b>		
Twisting (knees/waist/neck)			<b>X</b>		
Turn/pivot			<b>X</b>		
Climbing (stairs)			<b>X</b>		
Climbing (ladder)			<b>X</b>		
Reaching overhead			<b>X</b>		
Reaching extension			<b>X</b>		
Repetitive use arms			<b>X</b>		
Repetitive use wrists			<b>X</b>		
Repetitive use hands grasping			<b>X</b>		
Repetitive use hands squeezing			<b>X</b>		
Fine manipulation			<b>X</b>		
Using foot control		<b>X</b>			
*Pushing/Pulling Maximum weight: <b>40</b> lbs.			<b>X</b>		
*Lifting/Carrying Maximum weight: <b>40</b> lbs.			<b>X</b>		

\*Identify items typically moved: Classroom supplies/books

**WORK PLACE EXPECTATIONS**

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to students, staff, or District patrons

**EMPLOYEE STATEMENT**

“I have reviewed the above position description and understand its contents”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date