

Job Goal:

To provide instruction based on District curriculum that will allow students to reach their potential for intellectual, physical, emotional and psychological growth and maturation.

Essential Requirements:

To perform this job successfully, an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability needed for this position.

- Minimum Bachelor's Degree and current valid Oregon Teaching License with appropriate grade level / subject area endorsement
- Ability to maintain and utilize data for instructional decisions and programming
- Ability to be a team leader and develop and maintain a structured environment
- Ability to maintain strength of knowledge and practice in instructional skills and strategies
- Ability to demonstrate knowledge of subject matter, to seek professional growth, improve classroom instruction, and to qualify for license renewal by following both state and district regulations
- Ability to demonstrate standards of moral character and behavior to serve as an effective role model for students
- Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, teachers and community members
- Ability to maintain confidentiality when dealing with student, staff and/or parent information
- Ability to communicate with individuals of varied cultural and educational backgrounds
- Ability to work effectively in an environment which can be both physically and emotionally fatiguing
- Ability to identify and support challenging behaviors through positive behavior supports
- Perform physical requirements necessary for the job (which may include):
 - A. Moderate to extensive degree of physical and emotional stamina
 - B. Frequent standing, walking, bending and lifting
 - C. Frequent and prolonged talking/hearing conversations
 - D. Possess near/far visual acuity/depth perception
 - E. Possible exposure to bodily fluids in assisting students with using rest rooms and in tending to injury and illness
- Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable

Essential Duties and Responsibilities (other duties may also be assigned):

- Plans and implements a program of study following state and District goals/curriculum that as much as possible meets the individual needs and development of students
- Guides the learning process toward the achievement of curriculum goals; establishes clear objectives for all instructional units, projects and lessons to communicate these goals and objectives to students
- Develops and maintains a classroom environment conducive to learning with the resources provided by the District
- Establishes and clarifies acceptable standards for student behavior and demonstrates effective classroom management skills
- Diagnoses the needs and abilities of assigned students and prescribes appropriate learning activities for each student
- Evaluates each student's growth periodically and develops instructional plans for the future
- Assists the administration in implementing all policies and/or rules governing student conduct, and, for the classroom, develops reasonable rules of classroom behavior and attendance
- Encourages students to set and maintain appropriate standards of classroom behavior
- Maintains accurate, complete and confidential records as required by law, District policy and administrative regulations
- Assesses the accomplishments of students on a regular basis and maintains such records as required by law and District policy
- Maintains a professional relationship with colleagues
- Serves as a role model to students in the areas of appearance, actions, behaviors and interpersonal interactions with peers
- Provides academic modifications for special needs students
- Cooperates with other members of staff in planning District curriculum and instructional methods, goals and objectives

- Takes reasonable precautions to provide for health and safety of the students and to protect equipment, materials and facilities
- Satisfactorily performs teaching responsibilities and continually evaluates and reappraises professional performance using District guidelines. Assumes the responsibility for seeking help and advices, and takes full responsibility for demonstrating professional growth and needed improvement
- Maintain a high level of ethical behavior and confidentiality of information about students, parents, and staff
- Provides academic modifications for special needs students
- Attends meeting and serves on committees as directed
- Directs and assigns activities of assigned instructional assistants, volunteers and other paraprofessionals
- Perform such other tasks (which may require knowledge of other job descriptions) as may seem to be appropriate to the Board or Administration.

Preferred Licenses, Registrations, Bonding and/or Testing Required:

1. Valid Oregon Teaching License with appropriate endorsements, if required
2. Possess a valid First Aid card, if required
3. Possess a valid Oregon Driver's License, if required
4. Blood borne Pathogens Training/Hepatitis B Shot Series Training, if required
5. SafeSchools Training as required

Note:

Elgin 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 essential knowledge, skills, responsibilities, effort and working conditions 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.