



180 N Baxter
Coquille, Oregon 97423
Ph: 396-2181 Fax: 396-5015

DATE: August 25, 2021
TO: All Interested Parties
FROM: Rachel Price, Human Resource Director
SUBJECT: Notice of Vacancy – **Internal / External**

Coquille School District has the following opening for the 21/22 school year:

POSITION: **Teacher – Spanish, Coquille Jr/Sr High School**

Salary Range: **\$41,203 to \$76,326** DOE Excellent Fringe Benefits
Employer paid PERS Pickup

Qualifications: Spanish Endorsement required.

COMPLETE APPLICATION:

A Complete Application Consists of:

- 1) Letter of Interest
- 2) Resume
- 3) Application
<https://coquille.cloud.talentedk12.com/hire/index.aspx>
- 4) Letter of recommendation

SEND TO:

Rachel Price
Coquille School District 8
180 N. Baxter Street
Coquille, OR 97423
Or Email: rprice@coquille.k12.or.us

CLOSING DATE: Open until filled

TERMS OF EMPLOYMENT: Pre-employment background check & drug testing required
Coquille School District is an EOE.

If you have a disability and need this publication in an alternate form, please contact Coquille School District 8 541-396-2181

JOB DESCRIPTION

Job Title: **Teacher**

Assignment: **Coquille Jr/Sr High**

Reports to: **Principal**

Evaluated by: **Principal**

1. **Position Overview:** Under the general supervision of a building administrator, performs a variety of task with major responsibility being instruction and supervision of students. Instruction of student shall include skill development, the expansion of knowledge and developing the ability to reason. Responsibilities include supervision, guidance, discipline, and safety of students. The use of independent judgment and decision making is required in many matters not having established rules, regulations, policies or precedent.
2. **Essential Job Functions:**
 - a) Plans and coordinates the activities of educational assistants and other paraprofessionals as assigned
 - b) Identifies the needs of individual students by continuous assessment of their performance and abilities
 - c) Uses identified student needs to plan instruction
 - d) Prepares and writes instructional plans
 - e) Uses a variety of appropriate methods and materials to implement instructional plans
 - f) Organizes and manages classroom to create the optimum learning conditions
 - g) Applies learning theories to meet the needs of students
 - h) Evaluates and reports student progress
 - i) Supervises students in and out of the classroom
 - j) Initiates, plans, and carries out parent conferences
 - k) Initiates and maintains communication with parents and colleagues
3. **Other Job Functions:**
 - a) Participates in in-service and professional development activities.
 - b) Attends meetings and serves on committees as assigned or directed (or if individual volunteers).
 - c) Sets and carries out goals each year.
4. **Qualifications:**
 - a) Knowledge of:
 - i. Current concepts, methods, and procedures of curriculum development and implementation
 - ii. Laws, rules, policies, and trends regarding instruction
 - iii. Evaluation techniques
 - iv. Standards based education
 - v. Human development and learning
 - vi. Behavior management techniques
 - vii. Communication techniques
 - viii. Current health and safety procedures and practices
 - b) Ability to:
 - i. Develop appropriate curriculum

- ii. Interpret and comply with laws, rules, and policies
- iii. Evaluate student needs and progress
- iv. Implement accepted principles of instruction
- v. Maintain acceptable student behavior and discipline
- vi. Communicate effectively

5. Experience:

- a) Demonstrated competency through college preparation, student teaching, classroom experience, or professional development

6. License:

- a) Current Oregon license with appropriate endorsement(s) in area of assignment, or ability to obtain

7. Physical Requirements:

In an eight hour day, employee may

- a) Stand/Walk 5-6 Hours
- b) Drive 1-2 Hours
- c) Sit 3-4 Hours
- d) Stoop/Squat/Bend 1-2 Hours
- e) Lift/Carry 1-2 Hours Up to a weight of 50 lbs
- f) Climb Stairs Occasionally
- g) Use hands for repetitive motions Frequently
- h) Use feet for repetitive movements Frequently

This job description, revised June 1, 2021, supersedes all prior descriptions for this position.

I have reviewed this Job Description and understand the contents.

Employee

Date

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.