

VACANCY ANNOUNCEMENT



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

August 27, 2021

POSITION: World Language Teacher

LOCATION: Neah-Kah-Nie High School

DURATION: Full-time, 191 days per year

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: \$42,712 - \$85,421

APPLICATION TIMELINE: Open Until Filled

APPLICATION REQUIREMENTS: Submit application to [TalentEd](#) Apply to position #362. Only complete applications will be considered. A complete application must consist of the following: TalentEd application, cover letter, three letters of recommendation, transcripts and teaching license.

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

BENEFITS:

Medical, Dental and Vision Insurance (see insurance cap information in the table below), Retirement Plan, three personal leave days per year, one day of sick leave earned each month, family sick leave, eight paid holidays, life insurance, HRA VEBA for any amount of unused insurance cap dollars. Other employee benefits outlined in the Licensed Bargained Agreement can be found by clicking [here](#).

| Table of Maximum Contributions | | | |
|--------------------------------|-------------|-------------|-------------|
| Tier | 2019-2020 | 2020-2021 | 2021-2022 |
| Full Family | \$ 2,267.81 | \$ 2,344.92 | \$ 2,424.65 |
| Employee/spouse | \$ 1,609.39 | \$ 1,664.11 | \$ 1,720.69 |
| Employee/Child | \$ 1,389.95 | \$ 1,437.21 | \$ 1,486.08 |
| Employee Only | \$ 731.56 | \$ 756.43 | \$ 782.15 |

For additional district information and to apply visit our website at: 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**

Job Title: HIGH SCHOOL SECOND LANGUAGE TEACHER

Reports To: Principal

Evaluated By: Principal or Assistant 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 knowledge necessary to read, write, speak and comprehend a foreign language, to understand the related culture and to meet state content and performance standards.

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

1. Provide instruction that involves reading, writing, speaking and comprehending a foreign language and understanding the related culture.
2. Utilize a course of study, which has been adopted by the Board of Education.
3. In preparation for instruction, address both short and long-term learning goals using prepared written lesson plans.
4. Provide appropriate learning experiences, including activities, which help students to know and appreciate the culture germane to the target language.
5. Utilize instructional materials and activities, which lead students to discover how the study of a foreign language is linked to certain careers.
6. Adapt and modify instructional strategies and materials, as necessary, to support all students' academic progress, with collaboration from special services department.
7. Use a variety of formal and informal assessments to monitor student progress and achievement of the instructional objectives.
8. Maintain a collection of evidence that documents student growth over time.
9. Prepare and maintain accurate and complete records as required by law and District policy.
10. Use a grading system, which is consistent, fair and supportable.
11. Maintain professional confidentiality concerning individual student data and achievement.
12. Identify, diagnose, and prescribe remediation for individual and group problems in use of the language.
13. Communicate to students and parents the level of student achievement and progress towards established classroom, district and state standards.
14. Work constructively with colleagues and others for the purpose of improving the quality of a student's behavior and academic success.
15. Maintain professional competence through inservice education activities provided by the District and/or self-selected professional growth activities.

16. 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.
17. Take all reasonable precautions to provide a safe, secure learning environment.
18. Encourage parents to volunteer and provides them with constructive tasks to perform
19. Participate in various meetings (e.g. staff, team, parent conferences, in-service training, etc.) for the purpose of receiving and/or providing information or sharing expertise.
20. Maintain a high level of professional integrity by adhering to the Teacher Standards and Practices requirement for an Ethical Educator, (as written in the Staff Handbook) as well as Board Policy and State Law.
21. Maintain satisfactory attendance as defined in District policy and regulation.

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 TSPC issued Oregon Secondary Teaching license with foreign language endorsement.
2. Knowledge of the social, emotional, physical and cognitive development of adolescents.
3. Demonstrated knowledge of and ability to apply best instructional and assessment practices necessary in teaching middle school or high school students a second language.
4. Ability to apply knowledge of effective behavior management methods.
5. Possesses functional computer literacy, knowledge of word processing and an understanding of how computers can assist instruction.
6. Ability to communicate verbally and in writing fluently in English and Spanish.
7. Ability to respond verbally and in writing to common inquiries or complaints from students, parents, regulatory agencies or members of the community.
8. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures governmental regulations and legal documents.
9. Ability to write reports, business correspondence and procedure manuals.
10. General knowledge of computer usage and ability to use database software, e-mail, internet software, spreadsheets and word processing software.
11. 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.

Employee Signature

Date