

Bandon School District Job Description

Job Title: Teacher

Supervisor: Principal

Job Classification: Exempt

Contract Length: 191 Days

Job Summary

Depending on the subject taught and the grade level, teachers instruct students according to a curriculum that includes benchmarks and review processes. They plan, develop, write, and implement programs in the classroom in keeping with school district and state education requirements, keeping records of student achievement and tracking their abilities.

Teachers must keep classrooms engaged while still assessing students individually and working one-on-one with students when necessary. Communicating with parents also is a major part of the job, especially when students are struggling and need extra help or attention outside of the classroom.

Essential Duties

1. Teaches content and skills utilizing curriculum designated by Bandon School District.
2. Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of Bandon School District.
3. Adapts material and methods to develop relevant sequential assignments and lesson plans that guide and challenge students.
4. Develops lesson plans and supplementary materials compatible with the district's basic instructional philosophy and congruent with course standards; provides individualized and small group instruction in order to adapt the curriculum to the needs of each student and subgroups of students.
5. Evaluates academic and social growth of students, prepares grading, keeps appropriate records to include attendance reports, checklists, census forms, and other recordkeeping activities as necessary.
6. Encourages students to think independently and to express original ideas.
7. Evaluates each student's progress in meeting the course standards.
8. Establishes and maintains standards of student behavior needed to provide an orderly, productive classroom environment.
9. Identifies student needs and cooperates with other professional staff members in assessing and helping students solve learning, health and attitude problems.
10. Communicates with parents and school counselors on student progress.
11. Supervises students in assigned out-of-classroom activities during the working day.

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12. Participates in faculty committees and the sponsorship of student activities.
13. Administers testing in accordance with Oregon Department of Education testing practices.
14. 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 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.

Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

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

Must possess a Bachelor's or Master's degree in education. Must be eligible for or possess Oregon Teachers Standards and Practices Professional License with appropriate endorsement to teach the subject matter assigned. 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.

Working Conditions and Physical Requirements

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to operate a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; to bend, stoop, climb stairs, and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school.

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The noise level in the work environment is usually moderate.

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

Supervision Received: Principal

Application Process

1. Applications are available at www.bandon.k12.or.us/employment/
2. Applicants **must** submit a completed Oregon teacher application with a resume, cover letter, unofficial transcripts and two letters of reference.
3. Please email all of the above to dardiana@bandon.k12.or.us

Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Dept. of Veteran's Affairs indicating receipt of a non-service connected pension to your application. Disabled Veterans must also submit a copy of their Veteran's disability preference letter from the Dept. of Veteran Affairs, unless the information is included in the DD Form 214/215.

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990.

If you have any questions or concerns regarding the specifics of this position, please contact Mr. Ardiana directly. dardiana@bandon.k12.or.us or 541-751-5609.