

# Neah-Kah-Nie School District 56

504 North Third Avenue • PO box 28, Rockaway Beach, OR 97136

(503) 355.2222 • Fax (503) 355-3434

May 18, 2017

NEAH-KAH-NIE SCHOOL DISTRICT No. 56

## VACANCY ANNOUNCEMENT

**POSITION:** Middle School Language Arts Teacher  
Neah-Kah-Nie Middle School  
2017-2018 School Year  
Full-time – 191 day contract

**FOR APPLICATION AND/OR INFORMATION CONTACT:**  
Kathie Sellars, Administrative Assistant  
Neah-Kah-Nie School District No. 56  
PO Box 28/504 N. Third Avenue  
Rockaway Beach, OR 97136-0028  
Phone (503) 355-2222

**SALARY RANGE:** \$39,269-\$78,537  
Employee paid PERS

**CALENDAR:** Open Until Filled

**REQUIREMENTS:** Submit application to by clicking [here](#). Apply to posting #187  
Only complete applications will be considered. A complete application must consist of the following: TalendEd application, cover letter, resume, three letters of recommendation copy of teaching license and unofficial transcripts. **ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED**

**QUALIFICATIONS:** Must hold (or be eligible for) the proper Oregon certification. Must pass pre-employment drug screen. Experience in PBIS, middle school team teaching, and RTI intervention protocols are preferred. Coaching possibilities include: football, track and field and basketball.

Neah-Kah-Nie School District is an affirmative action/equal opportunity institution. 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:** MIDDLE SCHOOL LANGUAGE ARTS TEACHER

**Reports To:** Principal

**Evaluated By:** 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 abilities in literature, writing, speaking and listening to meet State Benchmark Standards.

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

1. Provide instruction in reading, literature, writing, speaking and listening utilizing a course of study, which focuses on the state content and performance standards and is adopted by the Board of Education.
2. In preparation for instruction, address both short and long-term learning goals including District and state performance standards. Show written evidence of preparation upon request of immediate supervisor.
3. Provide appropriate learning experiences, including activities, which encourage students to think independently, express original ideas, and analyze critically their writing and the writing of others.
4. Adapt and modify instructional strategies and materials, as necessary, to support all students' academic progress with collaboration from special services department.
5. Use a variety of formal and informal assessment to monitor student progress and achievement of the instructional objectives.
6. Maintain a collection of evidence that documents student growth over time.
7. Prepare and maintain accurate and complete records as required by law and District policy.
8. Use a grading system, which is consistent, fair and supportable.
9. Maintain professional confidentiality concerning individual student data and achievement.
10. Identify, diagnose, and prescribe remediation for students who need additional services and support.
11. Communicate to students and parents the level of student achievement and progress towards established classroom, district and state standards.
12. Work constructively with colleagues and others for the purpose of improving the quality of a student's behavior and academic success.

13. Maintain professional competence through in-service education activities provided by the District and/or self-selected professional growth activities.
14. 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.
15. Take all reasonable precautions to provide a safe, secure learning environment.
16. Encourage parents to volunteer and provide them with constructive tasks to perform.
17. 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.
18. 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.
19. 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 Teaching license and/or the appropriate endorsements in Reading and/or Language Arts.
2. Demonstrated knowledge of the social, emotional, physical and cognitive development of adolescents.
3. Knowledge of and ability to effectively apply best instructional and assessment practices necessary to assist students in reaching the content and performance standards in reading, literature, writing, speaking and listening as established by Oregon's Educational Act for the 21st Century.
4. Possess and effectively apply knowledge of effective behavior management methods.
5. Possess 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.
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*