

## GERVAIS SCHOOL DISTRICT #1 – ALTERNATIVE EDUCATION TEACHER

### **QUALIFICATIONS:**

- Valid Oregon teacher license with appropriate subject endorsements, if needed.
- Bachelor's or higher degree in education or other acceptable educational training in area of study as required by Oregon license.
- Valid First Aid Card as requested by Principal.
- Knowledge and understanding of the 21<sup>st</sup> Century Schools Act.
- Knowledge of current educational practices and methods, evaluation techniques, behavior management techniques, and communication techniques.
- Prior job-related experience will be considered but not required.

### **REPORTS TO:**

- Principal

### **JOB GOAL:**

- To help student acquire knowledge and skills that will contribute to their development as mature, able and responsible adults. To assure a smooth and efficient operation of the school during the absence of the principal and to promote the well-being of each student and staff member.

### **PERFORMANCE RESPONSIBILITIES** (See Performance Standards for Specific Indicators):

1. Planning and Preparation:
  - Demonstrating knowledge of content and teaching.
  - Demonstrating knowledge of students.
  - Selecting instructional goals.
  - Demonstrating knowledge of resources.
  - Designing coherent instruction.
  - Assessing student learning.
2. The Classroom Environment:
  - Creating an environment of respect and rapport.
  - Establishing a culture for learning.
  - Managing classroom procedures.
  - Managing student behavior.
  - Organizing physical space.
3. Instruction:
  - Communicating clearly and accurately.
  - Using questioning and discussion techniques.
  - Engaging students in learning.
  - Providing feedback to students.
  - Demonstrating flexibility and responsiveness.
4. Professional Responsibilities:
  - Reflecting on teaching.
  - Maintaining accurate records.
  - Communicating with families.
  - Contributing to the school and district.
  - Growing and developing professionally.
  - Showing professionalism.
  - To meet the requirements of the Oregon Education Act for the 21<sup>st</sup> Century as outlined in Oregon Revised Statutes.
  - To comply with established Board policy and District procedures.
  - To comply with the Standards for Competent and Ethical Performance of Oregon Educators from The Teacher Standards and practices Commission.
  - To comply with Oregon Revised Statutes and Oregon Administrative Rules which apply to education.
  - To meet administrator expectations and requirements as outlined in the building staff handbook.
  - To comply with the provisions of the collective bargaining agreement.
  - Performs other duties as assigned.
5. Ethical Performance:
  - Performing in an ethical manner.
6. To provide leadership in moments of school crisis.
7. To deal with disciplinary problems that should be handled immediately.
8. To meet with parents or guardians as necessary.
9. To communicate to the principal daily on all activities that transpired.
- 10.** To follow all standard operating procedures.

**PHYSICAL REQUIREMENTS:**

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and drive 1-4 hours.
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 40 pounds of equipment, and fine manipulation (i.e., keyboarding).
- Employee may need to bend, squat, climb stairs, and lift occasionally.

**TERMS OF EMPLOYMENT:**

- 190 days.
- Salary and work year to be in accordance with collective bargaining agreement, Board policy, and legal requirements.

**EVALUATION:**

- Performance of this job will be evaluated in accordance with State law, Board policy, and the District Evaluation Procedures. Evaluation shall be based on, but not limited to, Performance Standards for Teachers.

I have received a copy of this job description:

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Teacher Signature

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Date