

# Burnt River School District #30J

**JOB TITLE:** Elementary Teacher for 24-25 school year  
**REPORTS TO:** Principal/Superintendent  
**PREPARED BY:** Human Resources



**BURNT RIVER  
SCHOOL**  
AN OREGON PUBLIC CHARTER SCHOOL

## SUMMARY:

The self-contained Kindergarten through 3rd grade teacher is responsible for creating a nurturing and engaging learning environment for students within a single classroom setting. This role involves developing and implementing age-appropriate curriculum, fostering social and emotional growth, and promoting academic achievement. The teacher will work closely with students, parents, and colleagues to ensure the overall well-being and educational success of each child.

## QUALIFICATIONS:

- Bachelor's degree in Education (or the ability to show progress toward achievement.)
- Valid teaching certification for elementary education (or the ability to receive emergency licensure)
- Strong knowledge of child development theories and instructional methodologies
- Familiarity with state and national educational standards
- Excellent communication and interpersonal skills
- Ability to adapt teaching strategies to accommodate diverse learning styles and abilities
- Patience, compassion, and the ability to create a positive and inclusive classroom environment

## WORK EXPERIENCE & SKILLS:

- Proven experience in teaching elementary-aged students (preferably in a self-contained classroom)
- Familiarity with various teaching methods, including hands-on activities, project based learning, group work, and differentiated instruction
- Experience in developing and implementing lesson plans and assessments
- Ability to effectively manage classroom behavior and promote a positive learning atmosphere
- Experience in working collaboratively with parents, colleagues, and administrators to support student success
- Ability to protect the confidentiality of student information consistent with FERPA requirements and good judgment
- Knowledge of educational technology tools and their integration into the curriculum
- Proficiency in developing engaging and creative lesson plans
- Effective assessment and evaluation techniques to monitor student progress
- Ability to differentiate instruction based on individual student needs
- Excellent communication skills to interact with students, parents, and colleagues,
- Strong organizational and time-management skills to plan and manage classroom activities effectively.
- Ability to foster a positive and inclusive learning environment

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### RESPONSIBILITIES & ESSENTIAL FUNCTIONS:

- Develop and implement a comprehensive and engaging curriculum aligned with educational standards.
- Create lesson plans that incorporate a variety of instructional methods and resources to meet the diverse needs of students.
- Foster a positive and inclusive classroom environment that promotes social and emotional growth.
- Provide instruction in core subjects, including language arts, mathematics, science, and social studies.
- Utilize educational technology tools to enhance teaching and learning experiences.
- Assess student progress through various formative and summative assessments.
- Maintain accurate records of student attendance, grades, and progress. Communicate regularly with parents to provide updates on student performance and address concerns.
- Collaborate with colleagues to develop and implement school-wide initiatives and programs.
- Attend and participate in staff meetings, professional development sessions, and parent-teacher conferences.
- Implement strategies for classroom management and behavior support.

### WORKING CONDITIONS:

- This position is primarily performed inside the school setting, although some outdoor instruction and supervision are required. The length of the contract year is one hundred fifty seven (157) paid workdays. The teaching day shall be 7:30 a.m. to 4:00 p.m.
- This position may be exposed to bodily fluids due to student or employee injury or illness.
- The typical school year runs mid-August through the end of May.
- Salary and benefits to be established by the Burnt River Education Association in accordance with negotiated agreement with the Burnt River Board of Directors.

### NOTE:

Burnt River School District believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define essential knowledge, skills, responsibilities, effort and working conditions but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

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**EMPLOYEE STATEMENTS:**

"I have reviewed the above position description and understand its contents."

"I am aware that my position description may be revised and updated at any time and once notified of changes, I remain responsible for knowledge of its contents."

"I am aware that my position description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment with the Burnt River School District."

"I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities/functions with or without accommodation(s). If I require accommodation(s) in order to fulfill any or all of the essential responsibilities/functions, I agree to provide information to the District regarding the requested accommodation(s)."

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date