



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
5/31/17

Agency: Oregon Department of Education

Facility: Oregon School for the Deaf

☐ New ☒ Revised

This position is:

- ☐ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title:	Supervising Teacher	b. Classification No:	Z7544
c. Effective Date:		d. Position No:	0000353
e. Working Title:	Director of Instruction	f. Agency No:	58100
g. Section Title:	Oregon School for the Deaf	h. Budget Auth No:	
i. Employee Name:		j. Repr. Code:	MNSN
k. Work Location (City – County):	Salem, Marion		
l. Supervisor Name (Optional):	Sharla Jones		
m. Position:	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Seasonal <input type="checkbox"/> Part-Time	<input type="checkbox"/> Limited Duration <input type="checkbox"/> Intermittent <input type="checkbox"/> Academic Year <input type="checkbox"/> Job Share
n. FLSA:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	If Exempt: <input checked="" type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

OSD provides direct 24-hour educational and residential services to approximately 125 students who are Deaf or Hard of Hearing, kindergarten through age 21. The programs and departments at OSD include: Administration, Clerical, Classroom, Residential, Nutrition Services, Athletics, Educational Support Services, Maintenance/Custodial, and Student Health Services. OSD also acts as a resource to the entire state, providing special activities, consultation, and educational services to students, professionals, families and the public

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

administer the academic programming at the Oregon School for the Deaf including curriculum, textbook selection and adoption, and supporting teachers through lesson plans, syllabi, placing charts, and aligning with Common Core State Standards, directing and facilitating large annual conferences, mentoring and evaluating student teachers and interns, facilitating professional development and "PLC" trainings.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
50%%	R	E	Administer the academic programming in the school consistent with school philosophy and curriculum. Align curriculum with Common Core State Standards. Provide leadership and support to teachers in materials selection, instructional methods, lesson plans, and syllabi. Implement curriculum and prepare schedules. Provide for the management of student educational records including report cards, transcripts, progress reports, and course completion.
10%	R	E	Make decisions about class assignments and course offerings with the Principal, designing a cohesive Master Schedule to ensure students receive appropriate credits for graduation and for fulfilling the IEP.
10%	R	E	Evaluate performance of teachers, providing coaching and assigning mentors. Manage the mentoring and evaluation of student teachers and interns. Manage the volunteer program, and the library.
5%	R	E	Plan, lead, and participate in Professional Learning Community (PLC) sessions. Further the use of instructional strategies through Reciprocal Teaching and AEBPD training.
10%	R	E	Arrange for the administration of diagnostic and achievement tests, preparing student reports, and maintaining student files. Analyze data and make changes to improve student outcomes and determine program direction.
10%	R	E	Responsible for district, regional, and community relations including JGEMS liaison, school tours, “welcome” barbeque, and Family Learning Weekend.
5%	R	NE	Other duties as assigned. (For example: participation as a member of the Collective Bargaining Team)

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Travel around the state will be a part of this job. Work schedule will need to be flexible to allow for evening and occasional weekend programs or activities.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

1. Individuals with Disabilities Education Act (IDEA), FERPA, HIPPA and other state and federal mandates
2. All policies and procedures of the Oregon Department of Education (ODE) and Policies of the Oregon School for the Deaf (OSD)
3. Staff Handbook & Parent Handbook
4. State Teachers Education Association (STEA) collective bargaining agreement
5. Oregon Public Employees Union collective bargaining agreement
6. Teacher Standards and Practices Commission Rules and Regulations

b. How are these guidelines used?

I.D.E.A. requires that an Individual Education Program (IEP) be developed and implemented for each student at OSD. State and federal requirements inform and outline required actions.

Staff Handbook, ODE Policies and Procedures, and OSD Program Guidelines provide direction regarding performance of daily duties in order to ensure the health, safety, and welfare of students.

The STEA collective bargaining agreement outlines teacher rights and responsibilities in a variety of areas.

The SEIU collective bargaining agreement outlines teaching assistant and clerical rights and responsibilities in a variety of areas.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
School Districts	Phone/Person	Workshops/Activities/Information	As Needed
Public	Phone/Person	Workshops/Activities/Information	As Needed
Business Partners	Phone/Person	Fund-raising/Activities/Information	As Needed
Visitors	Phone/Person	Touring Campus/Information	As Needed
OSD Staff	Phone/Person	Planning Workshops/Activities	As Needed
Parents	Phone/Person	Discussing Behavioral Concerns	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Plan and implement workshops, trainings, including all details related to such activities for teacher's Professional Learning. Responsible for the recruitment and hiring process to include development of position descriptions, screening of applications, conducting interviews and making hiring recommendations for teaching staff. Determines staff development goals and approves trainings and conducts annual evaluations formal and informal to enhance the performance of the staff he supervises.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Principal Exec./Mgr F, Z7008	0000 300	Formal Evaluation	Annually	

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 20
- How many employees are supervised through a subordinate supervisor? 50 volunteers

b. Which of the following activities does this position do?

- | | |
|-------------------------------------------------------------|------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

- Experience working in educational settings, K-12 or college; successful grant writing experience; successful program/activity planning and implementation experience. Experience working with businesses and/or the community in fundraising or in developing partnerships with education programs. Experience with and understanding behavior management. Experience supervising or coordinating staff, assigning duties, and
- dealing with scheduling and other staffing issues; knowledge and experience with the IEP process and documents.
- Administrative licensure through TSPC
- Must meet and maintain the ASL level 3 required for this position, as assessed by the ASLPI within 12 weeks of hire and regularly after that.
- The employee in this position is required to pass a criminal history background and fingerprint-based criminal
- history record check as required by ORS 326.603 and OAR 581-022-0716.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
OSD Services & Supplies	Approx.. \$75,000.00	

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date