

# TEMPORARY JOB OPENING #718 2024-2025

## LONG TERM SUBSTITUTE (Two Positions) (Temporary Elementary Teacher)

**Location: Cloverdale Elementary School  
1.0 FTE**

**(2<sup>nd</sup> Grade – August 26, 2024 – March 6, 2025)  
(Physical Education – August 26, 2024 – March 6, 2025)**

**DATE POSTED:** April 5, 2024

**DATE CLOSED:** Open Until Filled

**SALARY:** Salary and benefits based on current district salary and collective bargaining agreement.

### APPLICATION PROCEDURE:

1. Application through Frontline Recruiting & Hiring

COMMUNITY EXCELLENCE THROUGH EDUCATION

*Cascade School District, USDA, and the State of Oregon are equal opportunity providers and employers.*

If you require reasonable accommodations for the application/interview process, please call Cascade School District Human Resources at (503) 749-8010 ext 1802 or speech/hearing-impaired persons may contact the district for assistance through Oregon Relay at 711.



# TEACHER

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This job description applies to elementary, middle, and high school teachers, unless otherwise identified by specific teaching assignment in an alternate job description. Additional responsibilities and qualifications may be added for a specific position by the supervisor.

## **Primary Function:**

Improves student success in academics or skills through implementing district approved curriculum; documents teaching and student progress/activities/outcomes; develops lesson plans; models the necessary skills to perform assignment; provides a safe and optimal learning environment and provides feedback to students, parents and administration regarding student progress, expectations, goals, etc.

## **Supervised By:**

Principal and/or Assistant Principal

## **Essential Functions:**

1. Plans and implements a program of study following state and district outcomes that, as much as possible, meets the individual needs and abilities of the students.
2. Creates a classroom environment that is conducive to learning.
3. Guides the learning process toward the achievement of curriculum student outcomes.
4. Employs instructional methods and materials that are appropriate for meeting objectives.
5. Assesses students' academic learning and/or skills in order to provide feedback to students, parents and administration regarding students' progress expectations, goals, etc.
6. Advises parents and/or legal guardians of student progress for the purpose of supporting teacher's expectations, developing methods for improvement and/or reinforcing classroom goals.
7. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
8. Confers with colleagues, administrators, students and/or parents when necessary.
9. Collaborates with school personnel and parents for the purpose of improving the quality of student performance, developing solutions and planning curriculum.
10. Implements instructional methods and materials that are most appropriate for achieving stated objectives for instruction and student success.
11. Manages student behavior in order to provide a safe and optimal learning environment.
12. Prepares teaching materials and reports (e.g. grades, attendance, anecdotal records, etc.) for the purpose of implementing lesson plans and providing documentation of teacher and student progress.
13. Becomes familiar with and upholds the enforcement of school rules, administrative regulations and board policy.
14. Demonstrates a professional and positive attitude when carrying out responsibilities as a faculty member.
15. Attends staff meetings as well as serves on staff and district committees as requested.
16. Meets the state standards for competent and ethical performance.
17. Participates in various meetings (e.g. parent conferences, in-service trainings, site meetings, PLCs/data team meetings, etc.) for the purpose of receiving and/or providing information.

*The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned.*

**Minimum Qualifications:**

1. Appropriate TSPC license and certification or the ability to obtain one.
2. Demonstrated content knowledge for subjects/levels being taught.
3. Skills in planning, developing, and implementing appropriate curriculum and assisting students in realizing success.
4. Ability to maintain confidentiality in performing assigned tasks.
5. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents and staff.
6. Commitment to effective collaboration and teaming within a professional learning community.
7. Skill in classroom management ability to achieve, support, and maintain acceptable student behavior.
8. Knowledge of and ability to use appropriate and multiple assessment, instruction, and evaluation techniques.
9. Knowledge of and skill in the use of strategies necessary to meet the diverse needs of students.
10. Skill and ability to utilize technology to aid instruction, assessment and learning.
11. Ability to perform the essential functions with the physical, mental and emotional requirements, with or without accommodations.
12. Ability to function where there may be pressure and in an atmosphere which may be stressful.
13. May be required to obtain First Aid/CPR training.

**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.*

Subject to inside and outside environmental conditions with routine exposure to the weather including seasonal heat and cold. Subject to working in an environment with exposure to noise and activity of a school setting with some outside duties. May require travel between school sites.

**Physical Requirements:**

*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.*

While performing the duties of this job, the employee is frequently required to sit, speak, move about, hear and be visually observant of classroom behavior and learning activities. The employee may sit or stand for longer than two hours at a time, may lift objects repeatedly, and may undertake repeated motions.

The employee must routinely lift and carry materials weighing up to or more than 25 pounds, and may be required to restrain students weighing more than 100 pounds most typically when required to intervene in student safety issues according to established protocols.

Specific vision abilities required by this job include close vision, distance vision, color vision,

peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate, or consistent with subject being taught, but can be abnormally loud on occasion.

The employee may be exposed to infectious disease as carried by students. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties and responds according to established protocols.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.

The employee may be required to travel on school owned or leased vehicles while supervising and assisting students.

Regular attendance at work and work activities is required.

**Work Year:** 191 days

**Bargaining Unit:** Licensed

**FLSA Status:** Exempt

**Date Revised:** March, 2023

*Equal employment opportunity and treatment shall be practiced by the District regardless of an individual's perceived or actual race, color, national or ethnic origin, religion, sex, sexual orientation, age, marital status, pregnancy, familial status, economic status, veteran's status, genetic information or mental or physical disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.*