

# PORTLAND JEWISH ACADEMY

At the Schnitzer Family Campus | Think for yourself. Work for the world.

**JOB TITLE: General Studies Teacher - Kindergarten**

**REPORTS TO: General Studies Director**

**FLSA STATUS: Exempt**

## **GENERAL STUDIES TEACHER - KINDERGARTEN**

**ABOUT PJA:** Portland Jewish Academy (PJA) is an inclusive school that strives to recognize, understand, and honor all of our families. We value the diversity in our community and we continuously work to provide an education for students in all of our programs that is equitable, accessible, and just.

**JOB SUMMARY:** The General Studies Teacher is responsible to ensure that all students learn the basic and essential skills at each grade level. This position provides an atmosphere and environment conducive to the intellectual, social and emotional development of students in classrooms and in a variety of other school-related settings.

### **ESSENTIAL RESPONSIBILITIES AND DUTIES:**

**Classroom Instruction:** Provide direct classroom instruction in assigned grade level. Plan and implement a program of instruction that adheres to PJA's philosophy, goals and objectives and meets student needs.

**Curriculum Development:** Formulate and execute purposeful and appropriate lesson plans. Plan and implement a program of study designed to meet individual student needs. Maintain current fluency in all relevant subject matter.

**Classroom Management:** Create and maintain a classroom environment conducive to learning; encourage student enthusiasm for the learning process and the development of good study habits.

**Assessment:** Evaluate progress of students on a regular basis using multiple methods of assessment. Make appropriate adjustments to the instructional program based on assessed results.

**Collaboration:** Coordinate and attend parent meetings as necessary. Work with other teachers and share responsibility for supervision of all students during the school day.

**Professional Development:** Continue professional growth through attendance at workshops, seminars, conferences, and/or coursework at institutions of higher learning. Attend staff, department and committee meetings as required.

**Other Duties as assigned/needed.**

**QUALIFICATIONS:** Candidates may bring any combination of experience and training that demonstrates the ability to perform the duties of the position. This would typically include:

- Bachelor's degree in education or a related field
- Three years' professional teaching experience preferred.
- Oregon Licensure with appropriate endorsements or equivalent.
- Knowledge of instructional methods and resources applicable to assigned area of instruction.
- Effective written and oral communication skills.
- Ability to work collaboratively with other staff, parents/guardians, and students.
- Ability to follow school policies and procedures
- Ability to maintain appropriate work habits including regular and punctual attendance and appropriate use of conference and planning time.
- Ability to attend to students for extended periods of time in a variety of settings.