

At the Schnitzer Family Campus

JOB TITLE: Substitute General Studies Teacher, Grades K – 8
Substitute Jewish Studies Teacher

WAGE: \$100 half day flat rate for under 4 hours
\$200 full day flat rate for 4 hours and over

STATUS: On-call

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. Our unique curriculum combines interdisciplinary learning, community involvement, and foreign language acquisition – all with a values-based approach. We offer our students many opportunities for partnership and collaboration throughout the school community. Students at PJA are encouraged to think critically, independently, and creatively.

SUMMARY: The Substitute Classroom Teacher is responsible to follow lesson plans and ensure continuity in classroom lessons and activities while the classroom instructor is away. This position maintains 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:

1. Assume responsibility for continuing the instructional process in an assigned classroom and grade level. Execute lesson plans as written; create and maintain a classroom environment conducive to learning; encourage student enthusiasm for the learning process and the development of good study habits. Provide progress and interim reports as required.
2. Manage classroom environment. Apply reasonable rules of classroom behavior and appropriate discipline techniques within PJA guidelines. Take necessary and reasonable precautions to protect students, equipment, material and facilities. Share responsibility during the school day for supervision of students in all areas of the school. Ensure that students are supervised when circumstances require a brief absence from the assignment.
3. Evaluate accomplishments of students as required using multiple assessment methods. Respect the confidentiality of records and information regarding students, parents, and Instructors in accordance with accepted professional ethics and State and Federal laws.
4. Communicates with the absent teacher as appropriate.

QUALIFICATIONS: Any combination of experience and training that demonstrates the ability to perform the duties of the position is qualifying. This would typically include:

- Related bachelor's degree.
- Responsible experience as a teacher in an independent day school, public school, or Jewish Studies Program.
- Current certification is desired but not required
- Knowledge of the principles and practices of teaching.
- Knowledge of differentiated instruction theory.
- Ability to attend to students for extended periods of time in a variety of settings.
- Ability to teach and interact effectively with children.

- Ability to meet and deal courteously and effectively with other teachers, administrators, support staff, parents, and the public

SUPERVISION RECEIVED: This position works under the first-tier supervision of the General Studies Director, and second-tier supervision of the Principal.

SUPERVISION EXERCISED: Supervision of other employees is not a normal responsibility of this position.

FLSA STATUS: Exempt

TO APPLY: Apply online at our website: www.pjaproud.org (select "About Us," then select "Employment"). A completed PJA application is required; uploading a resume is optional and does not replace the application form. Portland Jewish Academy is an Equal Opportunity Employer Applications may also be obtained at Portland Jewish Academy, 6651 SW Capitol Hwy, Portland OR, 503-244-0126.

PJA IS AN EQUAL OPPORTUNITY EMPLOYER