

ORONDO SCHOOL DISTRICT #13

100 ORONDO SCHOOL ROAD ORONDO, WA 98843-9724 (509) 784-1333 FAX (509) 784-0633

Orondo Elementary & Middle School

VACANCY ANNOUNCEMENT

Middle School Science & PE Long-Term Substitute

- OPENING:** Middle School Science & PE *Long-Term Substitute*
- DATES:** Open Until Filled
- COMPENSATION:** Orondo Salary Schedule & Tri Salary Schedule (After 21st day). Prorated based on the start date.
- PRIMARY DUTY:** Under the general supervision of the Principal/Director of Student Supports, performs a variety of tasks, with the major responsibility being the instruction and supervision of students. Demonstrates a competent level of knowledge and skill in planning for and implementing instruction to support state standards, increasing student skills and creating a positive classroom environment. Demonstrates a commitment to continual professional growth and the accomplishment of district and state goals as related to the education of students.

REFER TO PAGE 2-3 FOR DETAILED JOB DESCRIPTION AND QUALIFICATIONS

APPLICATION MATERIALS (MUST INCLUDE: TO BE CONSIDERED FOR THIS POSITION, APPLICANTS MUST COMPLETE)

- *Cover Letter
- Certificate information and copy of Valid WA Teacher Certificate
- Copy of unofficial Bachelor's Degree Transcript
- Relevant teaching experience for the past 10 years
- Letters of Reference (2 *minimum*-No personal references accepted)
- *Current Résumé
- Completed Certificated Application Form (application can be found at www.orondo.wednet.edu, then *Human Resources*)
- Employment contingent upon successful clearance of a Washington State Patrol and FBI fingerprint criminal history background check
- Orondo School District is an Equal Opportunity Employer

FOR MORE INFORMATION CONTACT: Teresa Vargas (tvargas@orondo.wednet.edu) (509) 322-9357

SUBMIT APPLICATION PACKET TO:

BY EMAIL TO: tvargas@orondo.wednet.edu **-OR-** **FAX TO:** (509) 784-0633

BY MAIL: Teresa Vargas, 100 Orondo School Rd, Orondo, WA 98843

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JOB TITLE: Middle School Science & PE Long-Term Substitute
JOB CLASSIFICATION: Certificated
REPORTS TO: Principal/Director of Student Supports
TIME: Monday-Thursday, 7:15 am-3:15pm

COMPENSATION: Orondo Salary Schedule & Tri Salary Schedule (After 21st day). Prorated based on the start date.

JOB SUMMARY:

Under the general supervision of the building principal performs a variety of tasks, with the major responsibility being the instruction and supervision of students. Demonstrates a competent level of knowledge and skill in planning for and implementing instruction to support state standards, increasing student achievement for at risk students and creating a positive classroom environment. Demonstrates a commitment to continual professional growth and the accomplishment of district and state goals as related to the education of students.

ESSENTIAL FUNCTIONS: Job Responsibilities may include and are not limited to the following. Individual assignments may vary from time to time and task to task and will generally include all or a combination of several of the following duties:

LESSON PLANNING AND DESIGN: Plan and implement a program of instruction that adheres to the state music standards, and to district goals and objectives.

- Designs lessons with clear objectives focusing on concepts, skills, and strategies and in cooperation with classroom teachers.
- Plan and implement a program of study that ensures focused student engagement and rigorous learning.
- Incorporates reflection and assessment results in order to improve lessons.
- Meets the learning needs of the students by planning instructional strategies appropriate to the students involved, the subject matter, and the desired learning objective.
- Selects and organizes instructional materials and equipment for the unit of instruction.

CLASSROOM ENVIRONMENT: Creates and maintains a classroom environment conducive to learning for all students.

- Implements & Supports Positive Behavior Intervention & Support (PBIS) practices.
- Establishes management practices that result in routines, transitions, and minimal loss of instruction time and create a safe classroom environment.
- Establishes and clearly communicates parameters for student behavior to students and parents.
- Encourages appropriate behavior and provides meaningful reinforcement when it occurs.
- Manages discipline problems fairly and in accordance with building regulations, school board policies, and legal requirements.
- Uses classroom time effectively to provide maximum time on learning tasks
- Maintains positive professional working relationships with students, parents, and colleagues

ASSESSMENT: Utilizes multiple and appropriate assessment tools in evaluating student achievement.

- Communicates clear assessment criteria and standards.
- Uses lesson analysis to assess and work toward improvement of instruction.
- Evaluates and informs students of their progress.
- Uses data on student achievement to plan instruction.
- Lead facilitator, proctor and trainer of state Bilingual Assessment. Also supports staff with the implementation of other district, state, or federal assessments as needed.

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INSTRUCTION AND CLASSROOM TEACHING PRACTICE: Demonstrates a repertoire of instructional and classroom teaching practices.

- Motivates students to accomplish stated objectives.
- Gives clear direction and checks for student understanding.
- Presents subject matter clearly and precisely.
- Uses a wide variety of strategies to engage student learning.
- Engages students in active participation of goal setting and progress monitoring.
- Explains, demonstrates, provides practice and feedback so that students can comprehend and retain what is being taught.
- Centers Instruction on high expectations for student achievement

PROFESSIONAL DEVELOPMENT AND RESPONSIBILITIES: Demonstrates commitment to continuous professional growth and improved student learning.

- Seeks opportunities for staff development to enhance content knowledge and teaching skill.
- Participates in development and support of the district strategic plans.
- Assumes responsibility for parent communication in a professional and timely manner.
- Utilizes effective, professional communication with students, parents, and colleagues.
- Practices punctuality, timely and accurate completion of required records and reports.
- Works with staff and grade level teams to vertically align curriculum, provide interventions and refine instructional practice.

REQUIRED QUALIFICATIONS:

- Washington State Teacher's Certification with **K-8 Elementary** endorsement
- Excellent oral and written communication skills
- Knowledge of standards-based assessment and grading

PREFERRED QUALIFICATIONS:

- Bilingual in Spanish and English
- Masters or endorsement in Reading, Early Childhood Education (ECE), Bilingual (BL), or English Language Learners (ELL)
- Experience and/or training with cultural, ethnic, and language diversity
- Experience implementing Positive Behavior Intervention and Supports (PBIS)

SKILLS/ABILITIES:

- Time management
- Follow-through
- Flexibility
- Critical evaluation
- Strong relationship management
- Highest degree of ethics and confidentiality
- Growth mindset, the desire to learn and grow
- Fundamental alignment with Orondo School District's principals
- Stress management/composure

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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 regularly required to sit for long periods of time. In this position, you must be able to lift and/or move up to 30 pounds.

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This job description should not be construed to imply that these requirements are the only duties, responsibilities, and qualification for this job. Incumbents may be required to follow any additional related instructions, acquire related job skills and perform other related work as required or assigned.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____