



Coquille

School District #8

970 N Central Blvd.

Coquille, Oregon 97423

Phone: 541-396-2181 Fax: 541-396-5015

DATE: February 12, 2024
TO: All Interested Parties
FROM: Rachel Price, Human Resource Director
SUBJECT: Notice of Vacancy – **Internal / External**

Coquille School District has an opening for the 24/25 school year:

POSITION: **Temporary Elementary Teachers (2) – Coquille Valley Elementary**

Salary Range: **\$45,210 - \$83,749** DOE Excellent Fringe Benefits

Qualifications: Candidates should have experience with assessing students and using multiple instructional strategies. Bilingual candidates and candidates experienced in working with bilingual students and families strongly encouraged to apply.

COMPLETE APPLICATION:

- 1) Letter of interest
- 2) Application <https://coquille.tedk12.com/hire/ViewJob.aspx?JobID=1195>
- 3) Resume
- 4) Letter of recommendation
- 5) Transcripts
- 6) Current Oregon Teaching License

SEND TO:

Rachel Price
Coquille School District 8
970 N Central
Coquille, OR 97423
Or Email: rprice@coquille.k12.or.us

CLOSING DATE: Open until filled

TERMS OF EMPLOYMENT: Pre-employment background check & drug testing required

Coquille School District is an EOE.

If you have a disability and need this publication in an alternate form, please contact Coquille School District 8 541-396-2181



Coguille

School District #8

Job Title: **Teacher**

Assignment: **Elementary**

Reports to: **Principal**

Evaluated by: **Principal**

1. Position Overview: Instruction of student shall include skill development, the expansion of knowledge and developing the ability to reason. Responsibilities include supervision, guidance, discipline, and safety of students. The use of independent judgment and decision making is required in many matters not having established rules, regulations, policies or precedent.

2. Essential Job Functions:

- a) Identifies the needs of individual students by continuous assessment of their performance and abilities.
- b) Uses identified student needs to plan instruction.
- c) Prepares and writes instructional plans.
- d) Uses a variety of appropriate methods and materials to implement instructional plans.
- e) Organizes and manages classroom to create the optimum learning conditions.
- f) Works collaboratively with grade level teams and other colleagues as directed.
- g) Applies learning theories to meet the needs of students.
- h) Evaluates and reports student progress.
- i) Supervises students in and out of the classroom.
- j) Initiates, plans, and carries out parent conferences.
- k) Initiates and maintains communication with parents and colleagues.
- l) Plans and coordinates the activities of educational assistants and other paraprofessionals as assigned.
- m) Collaborates successfully with colleagues.
- n) Other duties as assigned

3. Other Job Functions:

- a) Participates in in-service and professional development activities.
- b) Assists in the assessment of building level needs and the planning required to meet those needs
- c) Attends meetings and serves on committees as assigned or directed (or if individual volunteers)
- d) Sets and carries out goals each year.

4. Qualifications:

- a) Knowledge of:
 - i. Current concepts, methods, and procedures of curriculum development and implementation.
 - ii. Laws, rules, policies, and trends regarding instruction
 - iii. Evaluation techniques.
 - iv. Standards based education.
 - v. Human development and learning.
 - vi. Behavior management techniques.
 - vii. Communication techniques.
 - viii. Current health and safety procedures and practices.
- b) Ability to:
 - i. Develop appropriate curriculum.

- ii. Interpret and comply with laws, rules, and policies.
- iii. Evaluate student needs and progress.
- iv. Implement accepted principles of instruction.
- v. Maintain acceptable student behavior and discipline.
- vi. Communicate effectively.
- vii. Maintain regular attendance.
- viii. Maintain confidentiality

5. Experience:

- a) Demonstrated competency through college preparation, student teaching, and/or classroom experience, and professional development.
- b) Experience with PBIS and RTI preferred.

6. License:

- a) Current Oregon license with appropriate endorsement in area of assignment
- b) Current ODL.

7. Physical Requirements:

In an eight-hour day, employee may

- a) Stand/Walk 7-8 Hours
- b) Drive 1-2 Hours
- c) Sit 1-2 Hours
- d) Stoop/Squat/Bend 1-2 Hours
- e) Lift/Carry 1-2 Hours Up to a weight of Over 50 lbs
- f) Climb Stairs Occasionally
- g) Use hands for repetitive motions Frequently
- h) Use feet for repetitive movements Occasionally

Note: If hired, no unauthorized comments or postings about district business or students are allowed on social media.

This job description, revised July 27, 2021 supersedes all prior descriptions for this position.

I have reviewed this Job Description and understand the contents.

Employee

Date

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.