



## STANFIELD ELEMENTARY SCHOOL: Elementary Teaching Position for 2021-22

Posted: February 25, 2021

Open: Until Filled

### VACANCY DESCRIPTION

Stanfield School District has an Elementary Teaching vacancy for the 2021-22 school year.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability needed for the position.

- B.A./B.S. degree in teaching or related field from an accredited institution;
- Oregon teaching license valid for the area or subjects of assignment;
- Knowledge of and ability to implement relevant technology;
- Ability to communicate effectively orally and in writing, bilingual in Spanish and English preferred;
- Must have the ability to report to work on a regular and punctual basis;
- Ability to work harmoniously with others and to communicate effectively with students, parents, and other staff members;
- Ability to maintain confidentiality;
- Training and experience with Conscious Discipline preferred;
- Perform physical requirements which may include but are not limited to:
  - Ability to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.

### RESPONSIBILITIES

- Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning.
- Develop schemes of work, unit plans and assessments that are in accordance with established standards and procedures;
- Use relevant technology to support and differentiate instruction.
- Manage student behavior in the classroom by establishing expectations and enforcing rules and procedures;
- Maintain discipline in accordance with the rules and disciplinary systems of the school.
- Provide timely and appropriate feedback on student work.
- Encourage and monitor the progress of individual students and use student data to adjust teaching strategies.
- Maintain accurate and complete records of students' progress and development.
- Update all necessary records accurately and completely as required by laws, district policies and school regulations.
- Prepare required reports on students and activities.
- Participate in department, school, district and parent meetings.
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Establish and communicate clear objectives for all learning activities.
- Prepare classroom for class activities.
- Observe and evaluate student performance and development.
- Assign, monitor and grade class work, homework, tests and assignments.
- Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
- Encourage parent and community involvement, obtain information from parents when requested, promptly return phone calls and answer emails.
- Participate in appropriate professional activities.
- Participate in extracurricular activities such as social activities, athletic activities, clubs and student organizations as directed.
- Other duties as assigned.

### APPLICATION INFORMATION

Submit an application file that includes (any emailed applications should be sent in one complete packet):

- Completed Oregon Teacher Application Form
- Letter of application
- Resume
- Three (3) current letters of recommendation
- Copy of Oregon Teaching License with Endorsement
- Unofficial copy of transcripts

Beth Burton, Superintendent

Stanfield School District #61R

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**AN EQUAL OPPORTUNITY EMPLOYER**