



# Myrtle Point School District

413 C Street  
Myrtle Point, OR 97458  
(541) 572-1220  
[www.mpsd.k12.or.us](http://www.mpsd.k12.or.us)

**DATE:** February 15, 2023  
**TO:** All interested parties.  
**SUBJECT:** Notice of Vacancy

**POSITION:** .25 FTE ELL/TOSA for the 2022-2023 School Year

**JOB SITE:** Myrtle Point School District

**DESCRIPTION:** ELL/TOSA for the Myrtle Point School District-Job Description Attached

**WAGE:** \$40,498 to \$79,376 will be pro-rated at .25 FTE

**QUALIFICATIONS:** Candidates that hold an appropriate Oregon license and are highly qualified are preferred.

**COMPLETE APPLICATION PACKET:**

- Cover letter
- [Application](#) available on our website
- Resume
- Three Letters of Recommendation
- Current Oregon Teaching License
- Building visitations encouraged

**SEND TO:**

Kari Seals, HR/Administrative Secretary  
Myrtle Point School District 41  
413 C St., Myrtle Point, OR 97458  
Email: [kseals@mpsd.k12.or.us](mailto:kseals@mpsd.k12.or.us)

**CLOSING DATE:** Open until filled

**TERMS OF EMPLOYMENT:**

- First consideration for this position will be given to contracted, properly licensed members of the collective bargaining unit.
- Pre-employment drug testing. This test will be at the district's expense and the district's medical facility of choice.
- A fingerprint-based criminal history investigation will be required.
- MPSD requires all employees to complete their COVID-19 vaccination series or have an approved exception to the requirement due to a medical condition or sincerely held religious belief. Successful candidates for this position must submit vaccination documentation or be approved for an exception prior to their first day of employment. Failure to provide proof of full documentation or receipt of an approved exception will lead to withdrawal of the job offer.

2022.2023.37

## Myrtle Point School District 41

### POSITION DESCRIPTION

Title: **ELL/TOSA Teaching Position**

Placement: Myrtle Crest School/ Myrtle Point High School

Classification: Certified

Position Funded: General

Description: FTE 0.25 teaching position (See MOU)

Reports to: Building Administrators

#### MINIMUM QUALIFICATIONS:

1. Oregon Teaching Certificate valid for assignment.
2. Knowledge of child growth and development at each level of instruction.
3. Ability to perform the essential functions with the physical, mental and emotional requirements, with or without accommodations.
4. Ability to maintain confidentiality in performing assigned tasks.
5. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, and staff.
6. Such alternatives to the qualifications as the Board and Superintendent may find appropriate and acceptable.
7. Ability to obtain CPR/First Aid Card.
8. ELL Endorsement

#### Assigned Responsibilities:

1. Establishes and maintains orderly and supportive classroom environment in which students are actively participating and show respect for one another and for the teacher.
2. Maintains a physical environment conducive to learning.
3. Plans a program of study designed to meet the individual needs, interests, and abilities of students.
4. Ensures that instructional activities and materials are clearly related to state, district and school goals and objectives, and that District-approved materials are used as the core of instruction.
5. Conducts interesting and well-paced classes, using a variety of instructional techniques, strategies, and media appropriate to the lesson and the needs and capabilities of the students.
6. Identifies, diagnoses, and prescribes remediation for individual learning difficulties.
7. Maximizes time when students are paying attention and working on tasks directly related to the subject matter.
8. Makes sure students understand what to do before undertaking assignments.
9. Assesses, records, and provides feedback promptly and often to students on their progress and assignments--maintaining such records as required by law and District policy.
10. Implement best practices for increasing student achievement in language acquisition including coordinating, scheduling and implementation of the ELL program.
11. Collaborates to develop Individual Education Programs (IEP's).
12. Upon request, assists in the selection of books, equipment, and other instructional materials.
13. Responds in a cooperative and positive manner to supervision.
14. Establishes and maintains open lines of communication with students and their parents concerning both academic and behavioral progress of students.
15. Maintains open lines of communication with classified staff, licensed staff, and support personnel to establish a positive work environment.
16. Assumes responsibility for assigned duties, e.g., lunch count, breakfast duty, etc.
17. Takes precautions to provide for health and safety of the students and to protect equipment, material, and facilities.
18. Assists the administration in implementing policies and rules governing student life and conduct.
19. Attends and participates in faculty meetings.

20. Achieves professional growth through consultation with District support staff and attendance at building and District in-service meetings.
21. Establishes and maintains a good working relationship with building administrators and staff--cooperating to resolve problems in a professional manner so that the concerns of all parties are considered.
22. Participates in activities which are related to school functions and/or the educative process which occur outside the regular school day, in accordance with the collective bargaining agreement.
23. Performs other duties as assigned.
24. Follows specified standards, policies, and procedures of the building and District.
25. Administer the ELPA assessment to all ELL students in the district.

**ESSENTIAL FUNCTIONS:**

1. Establishes and maintains a good working relationship with building administrators, area leader, and staff cooperating to resolve problems in a professional manner so that the concerns of all parties are considered.
2. Participates cooperatively on school, area, and district-wide activities.
3. Follows specified standards, policies, and procedures of the building and District.

**OTHER REQUIREMENTS:**

1. Ability to communicate both orally and in writing with a variety of people.
2. Ability to function where there may be pressure and in an atmosphere which may be stressful.
3. Ability to stand, walk, or sit on floor while working with students.
4. Ability to make frequent trips from one's location to other classrooms as well as other sites throughout the district.
5. Regular attendance at work and work activities is required.

**TERMS OF EMPLOYMENT:**

1. Will be determined by terms of the current negotiated agreement.

**SALARY:**

1. Salary and benefits based on current District Salary Schedule and collective bargaining agreement.

**EVALUATION:**

Performance in this position will be evaluated in accordance with District policy and regulations concerning personnel evaluation.

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**EMPLOYEE STATEMENT:**

"I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation. If I require accommodation(s) in order to fulfill any or all of these essential functions, I agree to provide information to the District on any accommodation required to perform a task."

**EMPLOYEE'S SUPERVISOR STATEMENT:**

"We hereby certify that we have reviewed and discussed the above position description and understand its contents."

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Employee Signature

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Date

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Supervisor Signature

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Date