



Myrtle Point School District

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

DATE: June 8, 2023
TO: In District Only
SUBJECT: Notice of Vacancy

POSITION: **Title I Teacher** for the 2023-2024 School Year

JOB SITE: **Myrtle Crest Elementary**

DESCRIPTION: Title I Teacher for the Elementary School. See attached job description.

WAGE: **\$42,928.00 to \$84,139.00** per the 2023-2024 Certified Salary Schedule

QUALIFICATIONS: Candidates that hold an appropriate Oregon license, with an endorsement in Reading.

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

CLOSING DATE: Open until filled.

TERMS OF EMPLOYMENT:

- First consideration for this position will be given to qualified 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.

2023.2024.10

Myrtle Point School District 41

POSITION DESCRIPTION

Title: **Title I-A Teacher**

Placement: Myrtle Crest School

Classification: Certified

Position Funded: Title I-A

Description: FTE 1.0 teaching position for grades k-6 focusing on teaching reading skills. Must hold the appropriate Oregon teaching license; must possess a current reading endorsement from TSPC; must be Highly Qualified.

Reports to: Building Administrators and Title I Director

Job Goal: To teach reading at various levels, work cooperatively with staff and be responsible for assisting in the planning, developing, implementing, coordinating and evaluating reading support services to students. Provide Title I services for qualified students.

MINIMUM QUALIFICATIONS:

1. Oregon Teaching Certificate valid for assignment.
2. Reading endorsement or degree required.
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.

ESSENTIAL FUNCTIONS:

1. Develop, plan and provide appropriate reading instruction to individual and small groups of students (provides written evidence, lesson plans).
2. May work with students in the classroom providing support in reading.
3. Supervise reading materials.
4. May work with students in reading groups to improve skill/ability.
5. Provide diagnostic, evaluative, interpretive services for individual students and staff.
6. Test all incoming students and teacher referrals and other testing as necessary.
7. Maintain accurate, complete and correct records as required by Title I requirements, law, district policy and administrative regulations.
8. Provide guidance for staff members in selecting materials, instructional resources and instructional strategies in reading.
9. Assist in the selection of adopted reading materials.
10. Select materials and develop plans for Title I instructional assistants.
11. Work to establish and maintain open lines of communication with parents concerning progress of students in reading and parent involvement opportunities.
12. Plan, coordinate and attend evening parental involvement activities.
13. Supervise and direct students/student helpers/ and volunteers.
14. Take all necessary precautions to protect students, equipment, materials and facilities.
15. Assist the administration in implementing all policies and rules governing student life and conduct, and for the classroom, develop reasonable rules of classroom behavior and procedure and maintain order in the classroom in a fair and just manner.
16. Performs other duties and assume other responsibilities as assigned by supervisor.
17. Perform the duties of the school state testing coordinator.
18. Work with the Success for All School Support Specialist.

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.

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."

Employee Signature

Date

Supervisor Signature

Date