



JOB DESCRIPTION

TITLE:	English Teacher
REPORTS TO:	Assistant Principal of Academics
DATE:	February 20, 2021

Check applicable interactive boxes below:

Exempt Non Exempt Full-Time Part-Time (# hours:)

PART I. Position Summary & Essential Functions

Position Summary: *This is a 3-5 sentence summary of the overall position responsibilities.*

This is a full-time teaching position in our English department for a 9th grade English instructor to begin in August 2021. This position will teach 5 sections of English 9, focusing on foundational composition, analysis, and skills to read for greater understanding. Applicants need to have a strong foundation of content as well as an ability to build relationships with students and families from a wide range of cultural and socioeconomic backgrounds. This position will also fill a role as a mentor teacher.

Essential Functions/Responsibilities: *Describe the essential responsibilities and activities of the position below indicating the approximate percent of time spent performing each activity. The percentage should total 100%. Please include only responsibilities that account for 10% or more of your time and group all others into one category if necessary.*

- 1. (80% time) – Classroom Instruction** – Designing, implementing, assessing and refining instruction to meet the needs of all students, with a clear and consistent lens on equity and inclusion. This includes but is not limited to: deliver information in an engaging fashion, collaborate with department faculty to align lessons vertically, managing online platforms for students and parents to view grades, assignments and resources, maintaining accurate records for grades and attendance, facilitating and encouraging student discourse.
- 2. (5% of time) – Participation in Campus and Community Events** – This includes participation in outside activities such as coaching, attending meetings with families, attendance at sporting events, and attendance at open house and family conferences.
- 3. (10% of time) – Professional Learning Communities (PLCs)** – Weekly faculty meetings as well as additional department and grade level meetings to coordinate curriculum and pedagogy to improve outcomes for students.
- 4. (5% of time) – Supervision Duties** – All faculty members are part of a rotating supervision schedule during lunchtime activities. Other supervision outside of classroom time includes but is not limited to mass, field trips, assemblies, and special activity days.

PART II. Minimum Qualifications – Indicate the minimum education, experience and skills needed to satisfactorily perform the responsibilities of the position.

- Bachelor’s degree in English or a related subject
- BS/BA in related area may be considered
- Basic technology skills

Minimum Education Required - Check one box:

- HS Diploma Associate Degree BA/BS Masters PhD/MD

List preferred related field for degree:.

Washington State Teaching Certification in related area(s)

If experience will be considered in lieu of a degree, list the level of experience/education that will be considered.

Candidates who are in the process of working toward necessary certification may be considered for an interview for this position.

List any Professional License/Certification Required (i.e., LMSW, LCSW; CPA; CFRE):

Washington State Teaching Certification in related area(s)

Minimum Experience/Skills/Competencies Required (e.g., Time Management, Communication):

Interpersonal communication skills, managing multiple tasks, technology skills,

Technical/Other (e.g. Data Management – knowledge of specific database software, the ability to extract and analyze data; knowledge of Microsoft Office Suite; knowledge of financial law, tax codes):

Knowledge of Microsoft Suite

PART III. Physical Demands/Work Environment - The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demand	Never	Occasionally (up to 25%)	Frequently (26-75%)	Constantly (76% or more)
Walking				X
Bending				X
Standing				X
Stooping				X
Sitting				X
Climbing		X		
Driving		X		
Traveling		X		
Extended hours and/or nights and weekends as needed		X		
Lifting up to 50 lbs. with or without assistance		X		
Lifting over 50 lbs. with assistance	X			
Stretching/reaching				X

Physical Demand	Never	Occasionally (up to 25%)	Frequently (26-75%)	Constantly (76% or more)
Distinguish smell/temperature		X		
Hearing				X
Seeing				X
Speaking and communicating effectively with all people including some with diverse backgrounds				X
Operating computer and standard office equipment			X	
Hand/finger dexterity				X
Motor skills and hand-eye coordination				X
Exposure to hazardous materials		X		
Exposure to outside activities that could include extreme temperatures or inclement weather		X		
Other:				

The above statements describe the position as it exists now. They are not intended to be an exhaustive list of all responsibilities, duties and skills required in this position. It may be redesigned or reorganized at management discretion at any time.

Please contact Lucas Dobbs, Assistant Principal of Academics, at ldobbs@odea.org