THE LIGHTHOUSE SCHOOL
JOB POSTING

Position:	Main Lesson Teacher
Supervised by:	The Lighthouse Director
Supervises:	None supervisory role
Representation:	Oregon School Employee Association – OSEA Chapter 160

JOB CHARACTERISTICS:

Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds. Plan, organize and implement an appropriate instructional program in an elementary or secondary learning environment, utilizing Oregon State Standards, Common Core Curriculum and other educational methods determined by the school. Under the direction of the Director, and with assistance from the Curriculum Coordinator and other colleagues, the teacher is responsible for the education of assigned students and will be expected to create a flexible program and class environment which encourages both academic and personal growth.

ESSENTIAL FUNCTIONS; may include but are not limited to the following:

Instruction: Develop lesson plans and assessments that are in accordance with established procedures and that ensure the attainment of State Learning Standards and the additional specific grade level learning standards set forth in the charter.

1. Develop daily lesson plans that help students to develop not just mentally, but physically and emotionally.
2. Establish and communicate clear objectives for all learning activities.
3. Provide a variety of learning materials and resources for use in educational activities.
4. Provide direct and indirect instruction.
5. Instruct and monitor students in the use of learning materials and equipment.
6. Utilize relevant technology and other technological classroom support equipment in student instruction.
7. Long and short-term planning addressing individual needs of students.
8. Prepare students adequately for all required assessments.
9. Provide an inviting, exciting, innovative learning environment.
10. Lead class participation in two festival performances; fall and spring.

Communication: Ability to communicate effectively both orally and in writing.

1. Communicating, consulting and co-operating with other members of the school staff, including those having posts of special responsibility.
2. Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
3. Design, create and implement a weekly newsletter for parents to communicate classroom activities, homework, expectations and upcoming events; such as field trips, conferences, and in-service days.
4. Ability to communicate with vendors and represent the school in a professional manner when scheduling events, field trips, etc.

Classroom Management: Engage in effective and appropriate classroom management.

1. Manage student behavior in the classroom and in common areas, by establishing and enforcing rules and procedures, using teachable moments rather than disciplinary action.
2. Maintain discipline in accordance with the rules and systems of the school.

Student Evaluation: Observe, Evaluate, and report on student performance, progress and development.

1. Evaluate student's progress and provide appropriate feedback on work.
2. Assign and grade class work, homework, tests and assignments.
3. Prepare at least quarterly individual student achievement reports for parents.
4. Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
5. Maintain accurate and complete records of students' progress and development.
6. Update all necessary records accurately and completely as required by law, district policies, and school regulations.
7. Prepare required reports on students and activities.

Professional Expectations: Actively engage and participate in professional growth opportunities.

1. Coordinate scope and sequence plans with colleagues to maximize learning potential, thus reinforcing student knowledge on an interdisciplinary basis.
2. Participate in school functions, district and parent meetings, including but not limited to; recess, bus or cafeteria duty, IEP's, SST meetings, parent conferences, and PLC meetings.
3. Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
4. Accept and incorporate feedback and coaching from administrative staff.
5. Keep current on professional development requirements.
6. Maintain a professional attitude and appearance, with one's self as well as classroom upkeep.
7. Perform other duties as assigned in accordance with the essential functions of this position.

EDUCATION/CERTIFICATION:

Holds an appropriate Oregon teaching license, or charter school registry through TSPC.
First Aid and CPR certification, or the ability to become certified.

QUALIFICATIONS/TRAINING

1. Possess any required state teaching credential and meet any other credentialing requirements.
2. Ability to pass criminal background investigation.
3. Demonstrated professional communication skills.
4. Demonstrated professional social skills.
5. Demonstrated ability and experience to engage the interest of school-age children.
6. Demonstrated ability to work with diverse children, including those with special needs.
7. Teaching experience in a public or private school, preferably in an urban setting.
8. Demonstrated ability to work well with parents.
9. Demonstrated ability to work effectively as a team member.
10. Demonstrated ability to evaluate tests and measurements of achievement.
11. Demonstrated willingness to be held accountable for student results.
12. Demonstrated ability and proven ability to report to work on a regular and punctual basis.

Right to Revise:
This job description is not meant to be all-inclusive and the School reserves the right to revise this job description as necessary without advance notice.
Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.
All requirements are subject to possible modification to reasonably accommodate an individual with a disability or disabilities.

TERMS OF EMPLOYMENT:

UNION POSITION – 195 day contract for 1.0 FTE
- One week off for Fall Break (November)
- Two weeks off for Winter Break (December/January)
- One week off for Spring Break (March)
- 6-9 weeks off for Summer Break (June- August)
- 11 Paid Holidays

*Work schedule
- Monday through Friday
- Some evenings and weekends may be required
- Hours will vary between 7 am – 4:30 pm and will be determined by the needs of the day

*Salary range: Depending on Experience; $40,257 – $78,455
*Retirement
- The Lighthouse School is a PERS eligible employer

* Paid Leave:
- 80 Hours of sick leave (sick leave does transfer from and to other Oregon employers)
- 3 PTO days (non-accumulative)
- 3 Bereavement Days (non-accumulative)

*Professional Development
- $10,000.00 for continuing education classes or professional development (first come first serve)

*Insurance

- Family medical, dental and vision coverage paid by the School for 12 months based on negotiated contribution amounts