



Notice of Job Vacancy

Posting Date: April 26, 2019

Closing Date: Until Filled

Job Title: Teacher - Language Arts

Supervisor: Executive Director

Status: Full time, 2019-2020 Academic Year, up to 180 contract days

Wages: \$50,184

Summary: Teach six courses and manage an advisory team as assigned with emphasis on academic progress in Language Arts and areas of student need.

Essential Duties and Responsibilities:

- Plans and facilitates daily instruction and manages student work that is appropriate for the skills and goals of students and is aligned to Oregon state content standard.
- Facilitates Language Arts work sample completion and scores work samples.
- Teaches and supports Language Arts components associated with senior project graduation requirements.
- Designs engaging and innovative learning experiences for a variety of learners in order to engage learners who have struggled in traditional environments.
- Manages an advisory group of up to 25 students that meets daily, monitoring and providing corrective support as needed for behavior, credit earning, attendance, and social emotional growth. Create or facilitate provided curriculum.
- Manages student behavior in the classroom and community spaces to enable and promote a positive learning environment, allowing for a variety of learning styles and student needs.
- Works directly with students with a variety of needs, and implements accommodations and modifications as described in an IEP or 504 plan.
- Supervises a variety of student activities including outside basketball court, field trips, hallways and other areas where students gather.
- Maintains accurate records within the scope of ATI policies and state and federal laws, including curriculum plans, grades, transcripts, professional development units, student accommodations, and log entries.
- Obtains necessary instructional materials from a variety of sources.
- Generate instructional plans and materials from a variety of sources as needed for assigned courses, and provides such plans as required by supervisor.
- Maintains competency and licensure/registration in all position responsibilities.
- Attends and actively contributes to weekly staff meetings.

- Attends quarterly family conferences.
- Completes required training as assigned.
- Complies with all safety and work rules, policies and procedures.
- Responsible for proper utilization, operation and maintenance of all school resources.
- Provides support to other positions as needed.
- Assumes additional responsibilities as appropriate with little or no supervision.
- Attend IEP and 504 meetings as required by law and ATI policies.
- Schedule, facilitate, and attend meetings with families to design student supports.
- Other duties may be assigned.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Masters degree in teaching, education, or area of instructional focus and/or training or equivalent combination of education and experience.
- Experience with proficiency based models is preferred.
- Experience with non-traditional learning is strongly preferred.
- Related skills and licensure to teach Language Arts at the High school level, including remedial and advanced course work.

Interpersonal Skills: Ability to interact appropriately and professionally with teachers, staff, members of the community and students. Focuses on solving conflict; Maintains confidentiality; Contributes to building a positive team spirit.

Language Skills: Ability to communicate fluently in English both verbally and in writing. Preference may be given to applicants who are fluent in both English and Spanish. Ability to effectively present information and respond effectively to questions in one-on-one, small and large group situations to students and other school staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference and area. Ability to apply concepts of basic algebra, geometry, fractions, percentages, ratios and proportions to practical situations. This qualification may vary in relation to area of instruction.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to apply the policies of ATI in complex situations to support the safety of all.

Computer Skills: General knowledge of computer usage and ability to use database software, e-mail, internet software, spreadsheets, teaching software, word processing software and Google suite of tools. This qualification may vary in relation to area of instruction.

Certificates, Licenses, Registrations: Must hold or be able to attain the appropriate licensure or

registration in the State of Oregon through Teacher Standards and Practices Commission.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment may vary from low to high. Employee may be exposed to bloodborne pathogens. Duties may require time indoors and outdoors in all seasons.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

To Apply:

Applicants wishing to apply for this position will submit a resume with cover letter, Oregon teaching license, college transcripts, and 2 letters of recommendation. All application materials are to be directed to the Executive Director, Summer Brandon at PO BOX 1560 Phoenix, Oregon or e-mail to summer.brandon@armadillotech.org.

I have read and understand this job description.

Signature: _____ Date: _____

All applicants will be considered carefully. Armadillo Technical Institute is an Equal Opportunity Employer and, in accordance with Federal and State Legislation, does not discriminate on the basis of race, sex, religion, age, national origin, or marital status, physical or mental disability in employment practices or education programs. Veteran status is considered in accordance with Federal and State Legislation.