



Job Title: Licensed District Wide Substitute (3 positions available)

This is a year-long, temporary, 1.0 FTE

Location: All School Locations in Jefferson County School District

Closing Date: August 15, 2018 or open until filled

Start Date: August 28, 2018

Salary: \$38,308 (2018-2019 Salary Schedule to be negotiated) (Full benefits)

Hours: 8 hours / day

Job Summary:

A substitute teacher is responsible for providing instruction, managing the classroom environment, and promoting student learning in the absence of the regular classroom teacher. This position supports schools across the District on a daily basis to fill teacher vacancies.

Essential Job Functions:

- Reports to the principal or designee upon arrival to assigned building
- Follow all policies, rules and procedures to which regular teachers are subject and which good teaching practice dictates
- Remain in assigned classroom until end of the assigned substitute time
- Assume responsibility for overseeing pupil behavior in class and surrounding areas.
- Review with principal or designee, all plans, duties and schedules to be followed during the teaching day, teaches the outlined lesson, maintain as fully as possible the established routines and procedures of the school and classroom
- Establishes and maintains standards of student behavior to achieve a functional learning environment and effective participation in all activities in and out of the classroom
- Creates and maintains an active, responsive climate for learning
- Meets the state standards for competent and ethical performance
- Understanding of and ability to relate to the needs of students of different ethnic, cultural, educational, and socio-economic backgrounds
- Prompt and regular attendance
- Duties and responsibilities may be added, deleted or changed at any time at the discretion of the district

Other Job Functions:

- Knowledge of instructional theory and best practices, curriculum, district, state and federal education laws, regulations and policies
- Abilities to stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with students, parent, other school personnel, meet schedule and deadlines. Significant physical abilities include

lifting/carrying/reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception and accommodation field of vision.

- Maintain confidentiality
- Complete a daily report or evaluation to communicate any pertinent information resulting from the day's events
- Report safety, sanitary and fire hazards immediately to front office
- Interact thoughtfully and courteously with students and staff

Qualifications: Knowledge, Skills, Abilities Required

- Oregon teaching license with an endorsement in any area
- Current First Aid Card
- Criminal Justice fingerprint clearance
- Cardiopulmonary Resuscitation and First Aid Certificates
- Blood-borne pathogen training as appropriate
- Applicants with culturally diverse backgrounds are strongly encouraged to apply.

APPLICATION PROCEDURES: Interested candidates are required to apply at the following link: <http://jeffersonco.tedk12.com/hire> with online application, letter of interest, current resume, and letters of recommendation, references and copy of transcripts. Current Employees please use same link and select "internal" at the top right corner of the page.

Jefferson County SD 509-J
Jeanie Traxtle, Human Resources
Phone: 541 475-6192
Email: jtraxtle@509j.net

Jefferson County School District is an Equal Opportunity Employer

Equal employment opportunity and treatment shall be practiced by the Jefferson County School District 509-J regardless of race, color, national origin, religion, sex, age, sexual orientation, marital status, and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.