

**POSITION TYPE:** Upper Elementary Homeroom Teacher

**POSTING DATE:** April 4, 2021

**CLOSING DATE:** June 30, 2021

**FTE:** 1.0

**START DATE:** 2021-2022 School Year

**WORK DAY CALENDAR:** 185 Days

**REPORTS TO:** Executive Director

**SALARY:** \$34,608 - \$40,120, based on experience and education

**PURPOSE:**

Muddy Creek Charter School is looking for a dynamic elementary teacher who can inspire and engage students in a place-based learning environment, using the local community and environment to teach academic concepts, while emphasizing hand-on learning experiences. We offer a joyful and creative educational experience where engaged students practice the skills they will need to be effective citizens and stewards in the future. The successful candidate for this position will be an inspirational and passionate educator with the ability to deliver an inquiry-based, academic program. This educator will cultivate cognitive skills while guiding students to appreciate the arts, their environment, their community and to learn through work and play.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Meets the standards of Competent and Ethical Performance as outlined in Oregon Administrative Rules (OAR 584-020-000 to 584-020-045). The following are examples of principle duties; however, any one position may not cover all duties listed and examples may not cover all duties an employee is expected to perform.

**Curriculum Development and Planning:**

- Knowledge of the curriculum areas the teacher is responsible for instructing and ability to seek resources to continuously develop and integrate curriculum over time
- Ability to work with a team of teachers to structure curriculum and plan lessons based upon the School mission, vision, academic goals and objectives
- Ability to work cooperatively and independently to implement lessons based upon the school's goals and objectives
- Attend required curriculum planning sessions and professional development prior to school opening and ongoing at regular intervals as determined by need throughout the year

**Instructional Requirements:**

- Knowledge of teaching and learning strategies to meet a wide range of student learning abilities and styles and ability to adapt teaching methods to needs of student population
- Knowledge of instructional technologies and ability to utilize computer and multimedia technology as appropriate
- Ability to work in a place-based, project-oriented, cooperative learning environment
- Provide instruction in the core curriculum areas for which employed; make appropriate use of instructional resources and technologies
- Develop and implement innovative methods for providing instruction to students
- Ability to use outdoor space as a classroom and participate in moderate physical activity.

**Classroom Management:**

- Ability to work alongside other professionals and community specialists as co-teachers of students
- Effectively engage and involve classroom volunteers
- Demonstrate strong skills in classroom presentation and management including excellent organizational skills
- Engage strong interpersonal skills to work effectively with students, parents, and community members from diverse backgrounds and ability to communicate effectively, both orally and in writing
- Willingness to build and maintain an environment for students that emphasizes community and is structured for engaged student learning
- Perform classroom management duties; enforce rules governing the conduct of students; take appropriate disciplinary action with students when necessary

**Responsibilities to the School Environment:**

- Assess the needs of the class and prepare requests for materials, furnishing, and supplies within the framework of the budgeting process
- Responsible awareness and implementation of school policies
- Attend school events as required by the school
- Perform duties as a shared staff community including student supervision in common areas as determined by staff collectively
- Contribute to the School's efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources
- Perform other duties relevant to the success of the school

**Child Information and Evaluation:**

- Participate in the Individual Education Plan (IEP) meetings for Special Education children, including referral, intervention, and planning phases as needed
- Ability to evaluate student performance and to present evaluations in a manner that fosters higher student achievement
- Evaluate student performance in accordance with systems used by school; promote student achievement; maintain required student records; make related reports to the School board.

**Parent/Public Relations:**

- Maintain contact and communications with parents of students and work with them in the academic development of the student; participate in parent teacher conferences

**Professional Growth**

- Continue to seek professional growth and development in the curriculum areas for which employed
- Work with teaching team members to identify needed professional development

**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. M CCS may add to, modify, or delete any aspect of this (or the position itself) at any time as it deems advisable.

**QUALIFICATIONS:**

- Valid Oregon Elementary Teaching License.
- Standard First Aid certification, or the ability to obtain certification within two months of hire, may be required.

**TERMS OF EMPLOYMENT:**

This position is for the 2021/2022 school year. M CCS hires all employees on an annual basis.

All applicants will be considered carefully. Those candidates selected for interviews will be notified shortly after the closing date. All applicants will be notified when the position is filled.

Muddy Creek Charter School is an Equal Opportunity Employer -- Qualified applicants are considered for employment without regard to race, religion, color, national origin, sex, sexual orientation, age, marital status, veteran status, genetic information, or disability in accordance with state and federal law.

**HOW TO APPLY:**

Please submit a cover letter including a description of your teaching philosophy, resume, three letters of recommendation, and copy of Oregon teaching license to: [office@muddycreekcharterschool.org](mailto:office@muddycreekcharterschool.org)

References will be requested after the initial interview.

For Veterans preference, please submit form DD-214 or DD-215.