

PINEHURST SCHOOL DISTRICT #94
Job Description

Job Title: Part-time Elementary Teacher
Reports To: District Administrator
Adopted: September 12, 2016 / Revised: July 25, 2025

Job Summary: The part-time elementary teacher serves as a primary source of instruction and support for students in kindergarten through sixth grades – in a self-contained, multi-age classroom. He/she has the specific responsibility for supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with elementary teacher, instructional assistant, and staff members in addressing instructional and/or classroom issues, and responding to a wide range of inquiries from parents or guardians regarding program and student progress.

Functions and Responsibilities include the following:

1. Administers developmental testing programs, subject specific assessments, etc. for the purpose of assessing student competency levels and/or developing individual learning plans.
2. Facilitates student-learning (e.g. English language arts, science, art, math, social studies, health, computer skills, physical education, outdoor education) toward improving student academic success and transition to the next level utilizing curriculum and texts adopted by the board, and other appropriate resources, materials and learning activities.
3. Monitors students in a variety of educational environments (e.g. classroom, playground, field trips, etc.) providing a safe and positive learning environment.
4. Cooperates with head teacher and educational assistants, planning age-appropriate indoor and outdoor activities to ensure student participation in learning activities. This may include field trips, overnight activities and extended-day instructional activities.
5. Assesses student progress toward objectives, expectations, and/or goals providing feedback to head teacher, students, parents and administration.
6. Models conversation, manners and listening skills which demonstrate appropriate social and interpersonal behavior and instructs pupils in citizenship, personal growth and basic subject matter.
7. Manages student behavior to sustain a safe and optimal learning environment.
8. Directs educational assistant, student teachers, volunteers, and/or student workers to aid in providing an effective classroom program and addressing the needs of individual students.
9. Counsels students toward improving performance, health status, problem solving techniques and a variety of personal issues.
10. Demonstrates flexible methods required to perform classroom and/or subject specific assignments suitable to addressing the range of students' capabilities identified as special needs and talented and gifted students.
11. Participates in weekly planning sessions and other periodically scheduled meetings with the academic team as requested.

12. Serves as a mandatory reporter (e.g. fights, suspected child abuse, suspected substance abuse, etc.) to maintain personal safety of students, provide a positive learning environment and adhere to education codes and school policies.
13. Responds to emergency situations to resolve immediate concerns and to summon adequate assistance.
14. Responds to inquiries from a variety of sources (e.g. other teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information and/or direction.
15. Cooperates with fellow classroom teachers and instructional assistants to implement established curriculum and/or individual student plans.
16. Models life-long learning. This includes: professional development trainings and conferences; post-graduate classes; other activities as required by the Oregon Department of Education.
17. Attends school board meetings as requested.

This list of functions and responsibilities is not exhaustive and may be supplemented, as necessary, by the District Administrator. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Essential Function

Adapts classroom work for assigned students for the purpose of providing students with instructional materials that address individualized learning plans within established lesson plans.

Supervisory Responsibilities

Educational assistant and volunteers. This could also include student teachers.

Skills

Operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

Knowledge

Age appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies.

Abilities

Establishing and maintaining collaborative relationships; practicing no-judgmental problem solving techniques; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

Personal Qualities

The employee in this position must present a positive attitude by appearance, personal neatness, personal habits and punctuality. The position requires the ability to communicate effectively and work cooperatively with other school district personnel, students, parents and the public. The employee must be able to maintain confidentiality in performing assigned tasks. The employee must arrive on time and work scheduled hours, notify the district administrator in the event of illness and inform the administrator of problems that need attention.

Education

High school diploma, bachelor and master level degrees

Experience

Successful completion of student teaching placement(s); successful experience(s) working with children in an instructional and leadership role; one to five years of successful teaching experience preferred.

Physical Requirements

This position requires sitting, standing and/or walking for long periods time; examining detailed written and/or printed materials; use of hands; reaching with hands and arms; running and jumping; stooping, kneeling, crouching or crawling; climbing stairs; talking and hearing; talking and listening; greeting and helping others; participating in discussions; lifting up to 30 pounds. Vision requirements are for clear vision at 20 inches or less, clear vision at 20 feet or more, color vision, and ability to adjust focus.

Certificates, Licenses, Registrations

Appropriate licensing to teach in a multiple subject, elementary classroom in the state of Oregon

Terms of Employment

The Part-Time Elementary Teacher position is based on a 190 day contract. The Board of Directors establishes the salary, benefits and vacation time. Specific work hours and vacation dates established by the District Administrator.

I have read this job description and understand its contents.

Signed _____ **Date** _____