



Prairie City School District

P.O. Box 345 • 740 Overholt Street • Prairie City, Oregon 97869 • (844) 820-3314

POSITION OPENING Elementary P.E Teacher

Short video about our School District: https://youtu.be/zkqWi7_C9ME

Position Description:

Prairie City School District #4 is accepting applicants for the Elementary P.E. Teacher position at Prairie City School in Prairie City, Oregon. We are looking for an energetic, positive, upbeat person that loves kids. The class size ranges from 15-25 students, Kindergarten – 6th grade. Candidates must possess or be able to obtain full Oregon licensure with grade level endorsement and must be Highly Qualified.

About the Area and Community:

The city of Prairie City is located in the upper end of the John Day Valley in beautiful Grant County, Oregon. The community consists of a population around 900 people and is bordered to the south by the scenic Strawberry Mountains and adjacent to the John Day River. Prairie City's community is dotted with cattle ranches and is in the middle of some of the greatest hunting, fishing, and outdoor recreation areas in Eastern Oregon.

EOE and ADA Information:

Prairie City School District 4 is an Equal Opportunity Employer and does not discriminate in employment on the basis of race, religion, sex, national origin, age, marital status, or disability. Prairie City School District 4 complies with all applicable state and federal statutes and regulations in employment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Meet and instruct assigned classes in the locations and at the times designated.
2. Develop and maintain classroom environment conducive to effective, engaging and developmentally appropriate learning.
3. Prepare for assigned classes, and maintain written evidence of preparation.
4. Keep lesson plans current and readied for substitute teachers.
5. Employ a variety of instructional techniques/media to achieve State Standards.
6. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
7. Develop reasonable roles of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.

BOARD OF DIRECTORS

Chairperson Chris Camarena • Jenni Workman • Jared Horrell • Dwight Howard • Jamie McKay • Jenny Shaw • Megan Workman

We are an equal opportunity employer and provider.

8. Maintain accurate records as required by law, district and building policy and administrative regulation.
9. Regularly assess the accomplishments of students, providing timely feedback and progress reports as required.
10. Assist in upholding and enforcing school rules, administrative regulations, and Board policies.
11. Meet with students and/or parents for education related purposes outside the instructional day, when necessary, or by direction of building principal and/or superintendent.
12. Attend and participate in staff meetings.
13. Collaborate with other members of the staff in planning instructional goals and objectives.
14. Provide input into the selection of curriculum, equipment and other instructional materials.
15. Establish and maintain open lines of communication with students and their parents concerning academic and behavioral progress.
16. Assess and differentiate for the learning needs of students, seeking the assistance of District specialists as needed.
17. Maintain and improve professional competence.
18. Plan and supervise meaningful assignments for Para Instructional Assistants and volunteers and cooperatively assist in evaluating their performance.
19. Utilize technology tools to enhance instruction and communication.
20. Fulfill all State and District requirements regarding work samples and assessments.
21. Maintain confidentiality.
22. Responsible for ensuring appropriate cleaning and disposal of body fluids as directed.
23. Perform other duties as assigned.

Salary Range: \$40,877 - \$78,072

Benefits: Medical, Dental, Vision and 6% PERS.

Application materials:

1. Cover letter
2. Application-available on District Website: <https://www.pcsd4.com>
3. Resume
4. Three (3) letters of reference
5. Official Transcripts
6. Copy of Oregon License

Incomplete applications will not be considered. Applicants considered for this position will be contacted

Send application materials to:

Susie Combs
Prairie City School Dist. #4
P.O. Box 345
Prairie City, Oregon 97869
Email: combss@grantesd.k12.or.us

Starting Date: August 26, 2024

Closing date: April 17, 2024, however the District retains the option of accepting applications until the position is filled.

BOARD OF DIRECTORS