



# Myrtle Point School District

413 C Street  
Myrtle Point, OR 97458  
(541) 572-1220  
[www.mpsd.k12.or.us](http://www.mpsd.k12.or.us)

**DATE:** December 15, 2023  
**TO:** All interested parties.  
**SUBJECT:** Notice of Vacancy

**POSITION:** **MATH/SCIENCE TEACHER** for the 2023-2024 School Year

**JOB SITE:** **Myrtle Point Junior/Senior High School**

**DESCRIPTION:** Math/Science Teacher for junior high and high school students. See attached job description.

**WAGE:** **\$42,928.00 to \$84,139.00** per the 2023-2024 Certified Salary Schedule

**QUALIFICATIONS:** Candidates that hold an appropriate Oregon license, with an endorsement in Mathematics.

**COMPLETE APPLICATION PACKET:**

- Cover letter
- Application available on our website
- Resume
- Three Letters of Recommendation
- Current Oregon Teaching License (available on our website)  
<https://www.mpsd.k12.or.us/page/jobs>
- Building visitations encouraged

**SEND TO:**

Kari Seals, HR/Administrative Secretary  
Myrtle Point School District 41  
413 C St., Myrtle Point, OR 97458  
Email: [kseals@mpsd.k12.or.us](mailto:kseals@mpsd.k12.or.us)

**CLOSING DATE:** Open until filled.

**TERMS OF EMPLOYMENT:**

- First consideration for this position will be given to qualified members of the collective bargaining unit.
- A fingerprint-based criminal history investigation will be required.

2023.2024.33

Myrtle Point School District 41

**POSITION DESCRIPTION**

Title: **ML/HS Math Teacher**

Placement: Myrtle Point High School

Classification: Certified

Position Funded: General

Description: FTE 1.0 teaching position

Reports to: Building Principal

Assignment: To instruct students in the skills, application, and structure of mathematics commensurate with the level of course assignment(s).

**Assigned Responsibilities:**

1. Selects or designs and uses planned sequences of instruction to meet the intent of the course objectives.
2. Matches activities and materials to individual and group skills and needs.
3. Identifies, diagnoses, and prescribes remediation for individual or group problems in assigned course work.
4. Ensures that instructional activities and materials are clearly related to state, district, school, and department goals and objectives.
5. Provides instruction based on designated instructional guides or develops alternate materials in prescribed District format.
6. Looks for and develops applications of mathematical operations and procedures in everyday life.
7. Provides instruction based on designated materials.
8. Establishes and maintains orderly and supportive classrooms environment in which students are actively participating and show respect for one another and for the teacher.
9. Maximizes time when students are paying attention and working on tasks directly related to the subject matter.
10. Conducts interesting and well-paced classes using a variety of instructional techniques, strategies, and materials.
11. Gives clear directions and makes sure students understand what to do before undertaking assignments.
12. Assesses, keeps track of, and provides feedback promptly and often to students on their progress and assignments.
13. Uses a district approved grading system that is consistent, fair, and supportable.
14. Selects and requisitions the required supplies and equipment through the proper school and department channels.
15. Ensures that materials and equipment are properly used, maintained, and stored, and that inventory records when requested are accurate and current.
16. Supervises students in out-of-classroom activities as assigned.
17. Participates cooperatively on school, area, and District-wide activities.
18. Follows specified standards, policies, and procedures of the building and District.

**MINIMUM QUALIFICATIONS:**

1. Oregon Teaching Certificate valid for assignment.
2. Ability to teach middle school and high school mathematics.
3. Familiarity with and ability to make appropriate use of technology, such as computers, calculators, manipulatives, etc.
4. Familiarity with and ability to use mathematical terminology.
5. Ability to perform the essential functions with the physical, mental and emotional requirements, with or without accommodations.

6. Ability to maintain confidentiality in performing assigned tasks.
7. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, and staff.
8. Such alternatives to the qualifications as the Board and Superintendent may find appropriate and acceptable.
9. Ability to obtain CPR/First Aid Card.

**OTHER REQUIREMENTS:**

1. Ability to communicate both orally and in writing with a variety of people.
2. Ability to function where there may be pressure and in an atmosphere which may be stressful.
3. Ability to stand, walk, or sit on floor while working with students.
4. Ability to make frequent trips from one's location to other classrooms as well as other sites throughout the district.
5. Regular attendance at work and work activities is required.

**TERMS OF EMPLOYMENT:**

1. Will be determined by terms of the current negotiated agreement.

**SALARY:**

1. Salary and benefits based on current District Salary Schedule and collective bargaining agreement.

**EVALUATION:**

Performance in this position will be evaluated in accordance with District policy and regulations concerning personnel evaluation.

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**EMPLOYEE STATEMENT:**

"I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation. If I require accommodation(s) in order to fulfill any or all of these essential functions, I agree to provide information to the District on any accommodation required to perform a task."

**EMPLOYEE'S SUPERVISOR STATEMENT:**

"We hereby certify that we have reviewed and discussed the above position description and understand its contents."

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Employee Signature

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Date

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Supervisor Signature

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Date

Myrtle Point School District 41

**POSITION DESCRIPTION**

Title: **Science Teacher**

Placement: Myrtle Point High School

Classification: Certified

Position Funded: General

Description: FTE 1.0 teaching position

Reports to: Building Principal

JOB GOAL: To instruct students in the skills and processes of science commensurate with the level of course assignment(s).

**MINIMUM QUALIFICATIONS:**

1. Oregon Teaching Certificate valid for assignment.
2. Ability to teach middle school and/or high school science.
3. Familiarity with and ability to make appropriate use of current technology, such as computers, smart boards and projectors, laptops and iPads, etc.
4. Familiarity with and ability to use scientific terminology.
5. Ability to perform the essential functions with the physical, mental and emotional requirements, with or without accommodations.
6. Ability to maintain confidentiality in performing assigned tasks.
7. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, and staff.
8. Such alternatives to the qualifications as the Board and Superintendent may find appropriate and acceptable.
9. Ability to obtain CPR/First Aid Card.

**ASSIGNED RESPONSIBILITIES:**

1. Instructs students, by precept and example, in proper laboratory safety procedures.
2. Differentiates between scientific hypothesis, theory, and law at appropriate points of instruction.
3. Follows a regular and progressive sequence from concrete to abstract when developing concepts.
4. Ensures that enabling terms or concepts are understood by students before they are used as part of a more complex task.
5. Selects or designs and uses planned sequences of instruction to meet the intent of the course objectives.
6. Matches activities and materials to individual and group skills and needs.
7. Provides evidence of planning for the purposeful and safe conduct of any field trips.
8. Identifies, diagnoses, and prescribes remediation for individual or group problems in assigned course work.
9. Ensures that instructional activities and materials are clearly related to state, district, school, and department goals and objectives.
10. Provides instruction based on designated instructional guides or develops alternate materials in prescribed District format.
11. Establishes and maintains orderly and supportive classrooms environment in which students are actively participating and show respect for one another and for the teacher.
12. Maximizes time when students are paying attention and working on tasks directly related to the subject matter.
13. Conducts interesting and well-paced classes using a variety of instructional techniques, strategies, and materials appropriate to lesson.
14. Gives clear directions and makes sure students understand what to do before undertaking assignments.

15. Assesses, keeps track of, and provides feedback promptly and often to students on their progress and assignments.
16. Uses a district approved grading system that is consistent, fair, and supportable.
17. Selects and requisitions the required supplies and equipment through the proper school and department channels.
18. Ensures that materials and equipment are properly used, maintained, and stored, and that inventory records when requested are accurate and current.
19. Supervises students in out-of-classroom activities as assigned.
20. Attends and participates in faculty meetings and department staff meetings.
21. Maintains open lines of communication with classified staff, certified staff and support personnel to establish a positive work environment.
22. Assists the administration in implementing policies and rules governing student life and conduct.
23. Achieves professional growth through attendance at workshops and consultation with District support staff at building and District in-service meetings.
24. Performs other duties as assigned.

**ESSENTIAL FUNCTIONS:**

1. Establishes and maintains a good working relationship with building administrators, area leader, and staff cooperating to resolve problems in a professional manner so that the concerns of all parties are considered.
2. Participates cooperatively on school, area, and district-wide activities.
3. Follows specified standards, policies, and procedures of the building and District.

**OTHER REQUIREMENTS:**

1. Ability to communicate both orally and in writing with a variety of people.
2. Ability to function where there may be pressure and in an atmosphere which may be stressful.
3. Ability to stand, walk, or sit on floor while working with students.
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