



GRANT SCHOOL DISTRICT #3

401 N. Canyon City Blvd. • Canyon City, OR 97820
Phone: (541) 575-1280 • Fax: (541) 575-3614

POSITION OPENING HEAD TEACHER SENECA ELEMENTARY SCHOOL 2024-25 SCHOOL YEAR

Grant School District No 3 is seeking applicants for the position of a full-time, **Head Teacher Grades K-2**, for the Seneca Elementary School-serving grades K-2 and 3-6 in two self-contained classrooms.

QUALIFICATIONS:

- Oregon elementary teaching certificate
- Experience in project-based, hands-on learning
- Prefer experience teaching multi-grade classrooms- K-2 and 3-6
- Integration of technology in the classroom
- Background in direct and differentiated instruction of core subject areas
- Demonstrable use of data to inform instruction
- Knowledge of Positive Behavior Interventions and Supports (PBIS) and Response to Intervention (RTI)
- Holds a current First Aid/CPR Card or willing to obtain by hire date

HEAD TEACHER ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs duties assigned by the Elementary Principal and:

- Attends meetings of the Board of Directors as requested
- Attends District Leadership meetings as requested
- Helps implement the district policies and procedures
- Assists the elementary principal in the supervision of school staff
- Assumes the responsibility for attendance, conduct, and discipline of students
- Promotes and participates in the ongoing improvement of school curriculum
- Interprets the school's program to the community and enlists the participation to the community in appropriate school activities
- Helps to prepare and submit the annual budget requests and exercises control over expenditures of the budgeted funds
- Assists in the maintenance and control of all grade school student records in compliance with Oregon and local regulations
- Supervises the enforcement of the immunization laws and assures health records to be kept current
- Oversees and coordinates transportation for building
- Keeps the elementary principal and board of education informed of the school activities, concerns and programs
- Assists in the completion of all required reports
- Assumes the responsibility for his/her own professional growth and development
- The Head Teacher and administrators will work as a team under the direction of the superintendent to coordinate all curriculum K-6
- Performs other duties and assumes such other responsibilities as the Elementary Principal may assign from time to time
- Will be responsible for cleaning and disposal of body fluids as directed

A COMPLETED APPLICATION FILE WILL INCLUDE:

- Completed District Application Form available at: <http://www.grantesdk12orus/District-3/human-resourceshtm>
- Letter of Interest
- Resume
- Copy of Placement File or Three (3) Letters of Recommendation
- Copy of Teaching Certificate
- Official Transcripts to determine salary placement

Send Application Materials to:

Grant School District No 3
Jana Young, Human Resource
401 N Canyon City Blvd
Canyon City, OR 97820
Phone: 541-575-1280

Email contact: youngj@grantesd.org

For additional information about Grant SD 3 go to: <http://www.grantesdk12orus/District-3/>

APPLICATION DEADLINE: Open until filled

COMPENSATION: Salary range for 2024-25 school year \$42,723 to \$89,177 an additional 14% increase above base pay, with excellent benefit package, additional signing bonus of \$4000 to be paid over 3 years

Coaching Positions are available- Please inquire if interested

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact ADA Compliance Officer at 541-575-0423 for additional information or assistance. Speech/Hearing impaired persons may contact the district for assistance through the Oregon Telecommunication Relay Service at 1-800-735-2900. We hire and promote without regard to race, color, gender, national origin, religion, or age, unrelated to job performance. Fingerprinting and criminal record checks are required by the Oregon Department of Education (ORS 584-36-062).

Posted 04/19/2024