

**Warrenton-Hammond School District  
Job Description**

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**Job Title:** Teacher - English Language Learner – South Jetty High School  
**Reports To:** Director of Education

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**JOB SUMMARY**

This position is responsible for providing English language learning educational services to students who have been placed in the custody of the Oregon Youth Authority (OYA) by juvenile courts or the Department of Corrections. Students in this Youth Corrections education program are all adjudicated youth or convicted offenders. This position instructs and supports students in developing academic abilities, life skills, and individual success. Due to the nature of the student population strict student supervision is essential for safety, security and in order to successfully transition students back into the community.

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**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. Follows and maintains knowledge of all OYA and District policy(ies) and procedures.
2. Places top priority on safety and security at all times.
3. Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the District.
4. Plans a program of study that meets the individual needs, interests and abilities of students.
5. Plans and supervises purposeful assignments for teacher aide(s).
6. Assists in the selection of books, equipment and other instructional materials.
7. Maintains very strict and precise inventory pass out and collection procedures for all materials, supplies and equipment (i.e., computers, reference materials, pencils, books etc.).
8. Sets up and maintains the classroom, materials and supplies with primary emphasis on safety.
9. Instructs students and assigns relevant homework.
10. Grades papers, assignments, and assessments promptly and accurately.
11. Conducts English Language Proficiency testing and progress monitoring.
12. Prepares and administers subject/topical specific tests to measure student abilities and progress.
13. Prepares report cards and progress reports.
14. Completes required paperwork in specified time and manner.
15. Designs and implements appropriate instruction of subject assigned in accordance with students' needs, District curriculum and state standards.
16. Conducts appropriate assessments of students' work and maintains accurate and regular data on students in areas of attendance, grades and IEP progress, if applicable.
17. Assists students with tracking assignments and managing behaviors.
18. Pays careful and close attention to identify any materials that may be hazardous or used as a weapon ensuring vigilant compliance and oversight.
19. Utilizes a variety of instructional techniques and instructional media, consistent with the needs and capabilities of the individuals or student group involved.
20. Assists administration in implementing policies and rules governing student life and conduct.
21. Meets with Treatment Managers to discuss student progress.

22. Promptly reports any serious accident or illness affecting students in the teacher's charge or any incident which might affect the school, teachers or students therein.
23. Assesses the accomplishments of students on a regular basis and maintains such records as required by law and by District and OYA policy.
24. Takes all responsible precautions to provide for health and safety of the students and to protect equipment, materials and facilities.
25. Appropriately maintains and secures confidential records and inquiries.
26. Maintains appropriate certifications and training hours, as required.
27. Cooperates with other members of the staff in planning instructional goals, objectives, curriculum and instructional methods.
28. Professionally represents the school and the District in interactions with parents, community, staff and students.
29. Complies with applicable District, state, local and federal laws, rules and regulations.
30. Attends work regularly and is punctual.

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### **MARGINAL DUTIES AND RESPONSIBILITIES**

*Marginal 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. Attends in-service trainings.
2. Attends staff meetings.
3. Reports issues to authorities as necessary, animal control, suspicious activity etc.
4. Substitutes for other teachers, as necessary.

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### **SUPERVISORY RESPONSIBILITIES**

May supervise and direct the work of educational assistants and/or teacher aide(s). All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Bachelor's degree (B.A.) or equivalent from four-year college or university. Master's degree (M.A.) or equivalent strongly preferred. Must be highly qualified under the reauthorized ESEA and have an ESOL endorsement. Prior successful experience working with or teaching delinquent youth, juvenile incarceration or in an alternative school setting with adolescents from various socioeconomic backgrounds strongly preferred. Prior successful experience teaching students learning English strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with and teach adolescent students who have a wide range of disabilities and behavioral issues.
- **Language Skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present

- information and respond to questions from students, staff, and administration. Ability to read, write and speak a second language preferred.
- **Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
  - **Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to identify and appropriately address safety and security threats in a proactive manner.
  - **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet and word processing software, and spreadsheets including, but not limited to MS Word, MS Outlook, and Grade Keeper.
  - **Other Skills and Abilities:** Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of adolescent students. Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in an alternative educational environment with rigid standards and appropriately react to a wide spectrum of behaviors and threats from students in compliance with OYA and District policy. Background or understanding of mental health issues including substance abuse, physical and sexual abuse and other social characteristics faced by delinquent youth strongly preferred.
  - **Certificates, Licenses, Registrations:** Certificates as determined by the District including meeting current highly qualified requirements under the reauthorized ESEA. Must have a valid teacher's license and ESOL endorsement through the Teachers Standards and Practices Commission (TSPC). Ability to obtain a valid CPR/First Aid card. Completion of weeklong OYA New Employee Orientation. Maintain safety/security training including but not limited to, self-defense and bloodborne pathogens.

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## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel or crouch. The employee may need to be able to sustain continued exertion during emergency situations or when restraining students. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is non-standard for education. The environment is tightly controlled. It more closely aligns with a correctional setting than a standard school setting. There are very strict standards

with the emphasis on safety and security at all times. Staff must be vigilant in monitoring behaviours and be able to react appropriately to a variety of threats. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and altercations that may arise. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. The employee may be exposed to bloodborne pathogens. The employee is exposed to students with violent histories who suffer from a variety of social and mental health issues.

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**OTHER**

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

I have read and understand this job description.

**Signature:**

**Date:**

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