

At the Schnitzer Family Campus

JOB TITLE: Substitute General Studies Teacher, Grades K – 8
Substitute Jewish Studies Teacher

WAGE: \$20/Hr, Hours 1 Through 2,
\$72 Flat Rate, > 2 Hours – 4 Hours
\$118 Flat Rate, > 4 Hours

STATUS: On-call

TO APPLY: Apply online at our website: www.portlandjewishacademy.org (select “About Us,” then select “Employment”). **A completed PJA application is required; uploading a resume is optional and does not replace the application form.** Portland Jewish Academy is an Equal Opportunity Employer

Applications may also be obtained at Portland Jewish Academy, 6651 SW Capitol Hwy, Portland OR, 503-244-0126.

SUMMARY: The Substitute Classroom Teacher is responsible to follow lesson plans and ensure continuity in classroom lessons and activities while the classroom instructor is away. This position maintains an atmosphere and environment conducive to the intellectual, social and emotional development of students in classrooms and in a variety of other school-related settings.

QUALIFICATIONS: Any combination of experience and training that demonstrates the ability to perform the duties of the position is qualifying. This would typically include:

- Related bachelor’s degree.
- Responsible experience as a teacher in an independent day school, public school, or Jewish Studies Program.
- Current certification is desired.

Knowledge: Knowledge of the principles and practices of teaching; considerable knowledge of the instructional methods applicable to assigned area of instruction; knowledge of the texts, materials, supplies and equipment specific to assigned area of instruction; knowledge of differentiated instruction theory.

Skill: Skill in the use of personal computers and Microsoft and Apple applications.

Ability: Ability to teach and deal effectively with children; ability to prepare lesson plans and organize a meaningful instructional program; ability to evaluate critically the educational progress of students; ability to effectively record and communicate progress; ability to administer academic tests and interpret the results; ability to organize and execute work independently; ability to work cooperatively as a team member; ability to meet and deal courteously and effectively with other teachers, administrators, support staff, parents, and the public; ability to remain calm and use good judgment during confrontational or emotionally charged situations that may arise.

PHYSICAL REQUIREMENTS OF THE POSITION: Work is performed in a classroom environment and requires the ability to attend to students for extended periods. Work requires verbal communication, vision and hearing abilities within normal ranges.

TYPICAL EXAMPLES OF WORK: (These examples represent the essential functions of the position. They are not, however, inclusive of all the duties the position may perform.)

1. Assume responsibility for continuing the instructional process in an assigned classroom and grade level. Execute lesson plans as written; create and maintain a classroom environment conducive to learning; encourage student enthusiasm for the learning process and the development of good study habits. Provide progress and interim reports as required.
2. Manage classroom environment. Apply reasonable rules of classroom behavior and appropriate discipline techniques within PJA guidelines. Take necessary and reasonable precautions to protect students, equipment, material and facilities. Share responsibility during the school day for supervision of students in all areas of the school. Ensure that students are supervised when circumstances require a brief absence from the assignment.
4. Evaluate accomplishments of students as required using multiple assessment methods. Respect the confidentiality of records and information regarding students, parents, and Instructors in accordance with accepted professional ethics and State and Federal laws.
5. Maintain appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time. Attend staff, department and committee meetings as required.

SUPERVISION RECEIVED: This position works under the first-tier supervision of the General Studies Director, and second-tier supervision of the Principal.

SUPERVISION EXERCISED: Supervision of other employees is not a normal responsibility of this position.

FLSA STATUS: Exempt

ELIGIBILITY: Under the provisions of the Immigration Reform and Control Act of 1986, PJA requires any person hired or rehired to provide evidence of identity and eligibility for employment on the date of hire.

Due to the volume of applications received, only applicants who are interviewed will be contacted when the position is filled. If it happens that you are not invited to interview, please know that we are grateful for your interest in employment opportunities at PJA!

Our mission is to ensure an academically excellent environment in which children thrive. Portland Jewish Academy nurtures and inspires positive Jewish engagement, respect for human and religious differences, and responsibility for the world in which we live.

PJA IS AN EQUAL OPPORTUNITY EMPLOYER