

St. John and Endicott Cooperative Schools  
Certificated Teacher Job Description

**Position Title:** Certified Teacher – **Middle School ELA/Social Studies or History**

**Definition of Position:** Certified teachers carry out the position performance requirements essential to provide the necessary services to assigned students in the Endicott and St. John Cooperative Schools. The individual in this position will play a critical role not only in the education of our youth, but also in the continual evaluation and improvement of curriculum and effective teaching and learning strategies.

**Reports To:** K-8 School Principal

**Required Qualifications:**

- Possess a Washington State Teaching Certificate with appropriate endorsements for ELA and Social Studies or History at the middle school level.
- Documented successful and effective teaching, substitute teaching and/or student teaching experience.

**Preferred Qualifications:**

- Possess a history and desire to teach middle school elective offerings.
- Documented successful and effective experience working with and teaching children at the middle school level.
- Verifiable successful experience working with and/or teaming with other adults/teachers.
- Working knowledge of Washington State Standards.
- Demonstrated knowledge and ability to integrate technology as an effective learning tool and to use technology to enhance the learning experiences of students.

**Essential Job Related Activities:**

- Fulfill all teaching assignments
- Knowledge of the Washington State Standards or other applicable learning standards for subjects taught
- Identify the learning needs of individual students
- Establish learning objectives and outcomes consistent with individual student's learning needs along with the District and Washington State grade level expectations
- Select and/or create instructional lessons to appropriately support adopted and supplementary learning resources
- Plan and develop a variety of instructional experiences appropriate to the specified learning objectives and outcomes
- Conduct an effective instructional plan for individuals or small groups
- Integrate technology into the curriculum
- Differentiate instruction for a wide variety of student learning
- Assess students' achievement and use that assessment data to drive or inform instruction
- Maintain accurate records of student information and assessment data with the ability to access the information readily as needed or as requested
- Maintain effective communication with staff and families
- Organize the physical setting of the classroom so it contributes to learning and keep classroom materials well organized
- Provide a climate conducive to student learning
- Develop and maintain clear standards for student conduct with appropriate disciplinary action
- Understand and practice contemporary pedagogical practices such as developmentally appropriate practices, contextual teaching, integrated curriculum, inclusion practices, classroom based assessment, alternative assessment practices, individualized programs, global/multi-cultural education, differentiated instruction, and integration of Washington State Standards with current curricular materials
- Remain pedagogically current through continuing professional development; seek opportunities for professional and instructional improvement
- Communicate effectively using district supported print and electronic media and related applications
- Subscribe to the professional code of ethics for educators
- Maintain an understanding of Affirmative Action, Title IX, and handicapped regulations
- Possess and practice strong interpersonal skills with a wide variety of people both inside and outside the organization (staff, parents, community members, other agencies)
- Be a positive team builder who works in a collaborative manner with all levels of school staff

- Meet multiple demands in pressure situations and maintain high levels of quality work
- Maintain confidentiality
- Communicate clearly - orally and in writing
- Regularly demonstrate professionalism in appearance, actions, decisions, and overall performance
- Work with minimal supervision and be flexible

## **Employee Characteristics Desired and Expected**

1. Willingness, interest and demonstrated ability to instruct students at the grade levels for which they are initially selected and hired.
2. Must be flexible and willing to take on roles and assignments necessary for the successful operation of student programs in a small and rural K-8 educational setting and which fit with the individual's professional training, expertise and experience. Other teaching assignments may be assigned based on the staff member's training and experience.
3. Understand and apply current and effective research-based instructional strategies and assessment protocols
4. Demonstrate knowledge of higher order thinking skills.
5. Understand and demonstrate ability to know and apply the Washington State Standards to maximize student learning.
6. Knowledge about current Washington State Standards.
7. Ability to work effectively and cooperatively with colleagues, administrators, parents, and community. Participate in change in a constructive way. Flexible in dealing with changing conditions.
8. Participate fully with other instructional staff in professional development activities focused on improving teaching and learning as directed by the school administration or as selected by the teaching staff and effectively implement those new teaching and learning strategies. Participate fully to meet professional improvement as reflected in the staff member's annual evaluation.
9. Knowledge and ability to provide diversified instruction to maximize student comprehension and understanding.
10. High energy level and enthusiasm for teaching and learning. Display an overall optimism toward teaching and learning.
11. An interest in the total development of students; educational, social, emotional.
12. Willingness to participate in various professional development opportunities and to contribute to the total school program.
13. Evidence of outstanding instructional skills and demonstrates belief that all students can learn.

*St John-Endicott Cooperative Schools do not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator & Civil Rights Compliance Coordinator: Suzanne Schmick, Superintendent, 308 School Drive, Endicott, WA 99125, 509-657-3523, [sschmick@sjeschools.org](mailto:sschmick@sjeschools.org); Section 504/ADA Coordinator: Bruce Porubek, Principal, 308 School Drive, Endicott, WA 99125, 509-657-3523, [bpорubek@sjeschools.org](mailto:bpорubek@sjeschools.org). St John-Endicott Cooperative Schools is an Equal Opportunity Employer.*