EMPLOYMENT OPPORTUNITY

DARRINGTON SCHOOL DISTRICT NO. 330
1065 Fir Street
P.O. Box 27
Darrington, Washington 98241
360-436-1323
FAX 360-436-2045

POSITION: Credit Retrieval Coordinator

CLOSING DATE FOR FILING APPLICATION: August 31, 2022 or until filled

START DATE: Upon Hire through 2022-2023 school year

SALARY: $175.00 per student per semester

MINIMUM QUALIFICATIONS

1. Valid Washington State teaching certificate
2. Training in classroom management
3. Ability to individualize instruction
4. Strong interpersonal communications skills and an ability to work with other staff, students and parents.
5. Ability to direct the activities of educational assistants and work in a teaming environment
6. Ability to create an educational atmosphere where children will enjoy learning and develop a positive self-image
7. Ability to evaluate and report student growth in social, emotional, behavioral, and academic areas.
8. Ability to model appropriate social behavior in the school and in the community.

DUTIES

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Prepare teaching materials and reports for the purpose of implementing lesson plans and providing documentation of teacher and student progress
- Monitor student activities for the purpose of providing a safe and optimal learning environment
- Follow LAP guidelines and reporting requirements
- Report incidents (child abuse, fights, substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment
environment, and adhering to education code and district and school policies, refer to intervention and participate on intervention team as required

- Provide an exceptional educational experience to all students; communicate an enthusiasm for learning, engage in student goal setting
- Provide clear and focused instruction for all students by using a variety of teaching strategies to meet the needs of all students to assure successful learning through a defined course of study
- Advise parents and/or legal guardians of student progress for the purpose of supporting teachers expectations, developing methods for improvement and/or reinforcing classroom goals in the home environment
- Frequently assess and monitor students for the purpose of providing feedback to students, parents, and administration (regularly on weekly and monthly basis) regarding student progress, expectations, and goals by using quality classroom-based assessments, and formal standardized assessments
- Collaborate with school personnel, parents, and various community agencies for the purpose of improving the quality of student outcomes, developing solutions, and planning curriculum and willingness to work with grade level team
- Direct instructional assistants, volunteers, and/or student aides for the purpose of providing an effective school program and addressing the needs of individual students and be supportive of parent volunteers in the classroom
- Utilize district adopted curriculum to guide instruction
- Establish and maintain standards of student behavior needed to provide an orderly, productive environment for learning, which include campus and building wide common standards, discipline system, and common expectations
- Communicate regularly and positively with parents and other staff
- Perform related duties as assigned

Work Environment

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee is confined to a work area; required to have precise control of fingers and hand movements; experiences constant interruptions and inflexible deadlines; and must be able to stoop, crouch, crawl, bend, kneel, stand for periods of time, and lift in order to assist a student with personal care. The employee is required to deal with distressed and/or angry persons and is exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Evaluation

The Teacher shall be evaluated periodically by the Building Principal or Department Executive Director pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee’s performance of the above essential job functions.
APPLICATION PROCEDURE

1. Submit a letter of application which identifies specifically your interest and qualifications for the position and how you can make Darrington School District a better place for students.

2. Request a copy of the District's application form and return it completely filled out.

3. Attach to your letter of application or the District's application form a copy of your résumé.

4. Copy of official transcripts sent to the District.

5. Provide a copy of your Washington State Teaching Certificate.

6. Provide evidence of Washington State Patrol fingerprinting and clearance

All necessary application papers should be mailed/scanned to:

Tracy Franke, Superintendent
Darrington School District
P.O. Box 27
Darrington, Washington 98241

This position is being posted as a TEMPORARY position.

The Darrington School District is an Equal Opportunity Affirmative Action Employer whose policy is of fair practices in employment, services, and treatment of all persons without regard to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability, and provides equal access to the Boy Scouts and other designated youth groups. THIS HOLDS TRUE FOR ALL DISTRICT EMPLOYMENT AND OPPORTUNITIES. INQUIRIES REGARDING COMPLIANCE AND/OR GRIEVANCE PROCEDURES MAY BE DIRECTED TO THE SCHOOL DISTRICT'S TITLE IX/RCW 28A.640 COMPLIANCE OFFICER, Tracy Franke, AND/OR SECTION 504/ADA COORDINATOR, Cindy Christoferson, AND/OR COMPLIANCE COORDINATOR FOR STATE CIVIL RIGHTS LAWS, Tracy Franke, AT 1065 FIR STREET, DARRINGTON, WA, 98241, 360.436.1323

As a condition of employment, newly-hired employees are required to be fingerprinted and to provide information for a Washington State Patrol and FBI History background inquiry to be paid for by the applicant.

For further information, call Tracy Franke at 360.436.1313

We reserve the right to modify the details of a posting at any time.

Originally Posted: 08/10/2022