



OAK HILL SCHOOL POSITION DESCRIPTION

Position Title:	Guest Teacher Pool
Grades:	K-8
Location:	Oak Hill School, Eugene, OR
Schedule:	As needed and/or on call
Reports to:	Director of Lower School or Director of Lower School
Benefits:	Not Benefits Eligible
Wage:	\$20.00 per hour
Appointment Type:	Hourly non-exempt 12-month appointment.

Major Position Responsibilities

Assumes the responsibilities for instructing classes when a teacher is absent

Assumes other responsibilities for that teacher during the time the teacher is absent

Communicates, collaborates, and cooperates with colleagues, supervisors, and students

Maintains, as fully as possible, the established routines and procedures of the school and classroom to which assigned

Assumes responsibility for overseeing pupil behavior in class and during lunch and other activities

Maintains and respects confidentiality of student and school personnel information

Maintains a discipline and classroom control that fosters a safe, inclusive, and positive environment for all students and staff in accordance with school policies

Implements lesson plans, while ensuring the integrity of academic time and in a manner which motivates students to learn and participate

Complies with and supports school regulations and policies

Performs other related duties as assigned by administrator(s) in accordance with school policies and practices

Education and Experience Required.

- Experience and Training: High school graduation or equivalency and one year of experience teaching in a K-12 setting; or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above-described duties.
- Necessary Special Requirements: Possession of or ability to obtain current first aid and CPR certificates; Possession or ability to obtain Recognizing and Reporting Child Abuse and Neglect Certification (RRCAN)).
- Employees at Oak Hill School must be fully vaccinated for COVID-19 as defined by the Oregon Health Authority per Oregon Department of Education guidelines and Oregon State Law.

Professional Competencies

- Ability to work well in a group, be flexible around hours of operations, working around events, etc.
- Excellent verbal, written and creative communication skills
- Strong proactive work ethic and ability to solve problems
- Demonstrated sound judgment, dependability, responsibility, honesty and maturity
- Strong organizational skills including attention to detail are highly desired
- Flexibility in duties as assigned, ability to multi-task and smoothly work between multiple projects
- High level of professionalism
- Applicant must have current, insurable Oregon driver's license, be able to pass a background check and to secure current first aid certification
- A willingness to collaborate and engage in dialogue about instructional practices with peers

Working Environment:

Requires light work that involves walking or standing most of the time.

May be required to supervise outside activities in inclement weather.

This position must speak, read, write, and communicate clearly in the English language.

This position may be required to lift to 20lbs.

The job requires frequent sitting, walking, and standing..

This position is required to work on-site; the duties of the position cannot be fully completed via remote.

Apply on the Careers page of our website, [here](#).