DUFUR SCHOOL DISTRICT #29
802 NE 5th St. | Dufur, OR 97021
Phone: 541-298-5141 | Fax: 541-705-3129
Superintendent Kristin Whitley
Principal Tess Welk

Job Title: Classroom/Special Education Teacher K-12
Reports to: Building Principal
Prepared by: Kristin Whitley
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Position Overview
The Classroom/Special Education Teacher performs a variety of tasks, with major responsibility being the instruction and supervision of students. The teacher operates under the general supervision of the building principal.

Qualifications
EDUCATION AND/OR EXPERIENCE: A BA or BS in Education and a valid Oregon teacher license with appropriate endorsements from Teachers Standards and Practice (TSPC) in Oregon. Successful teaching experience and/or student teaching experience required.

LANGUAGE SKILLS: Speak clearly and distinctly with appropriate pauses and emphasis, correct pronunciation, variations in word order, using past, present, and future tenses. Speak to businesses, staff and patrons to convey information and conduct business.

MATHEMATICAL SKILLS:General - Add, subtract, multiply, and divide all units of measure. Perform the four (4) operations with common and like decimal fractions. Compute ratio, rate, and percent; draw and interpret bar graphs. Perform arithmetic operations involving monetary units. Implement sound accounting practices.

REASONING ABILITY: Intermediate-Apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form. Must be able to follow oral and written instructions accurately.

READING: Read material such as newspapers, periodicals, student assignments, manuals, dictionaries, thesauruses, encyclopedias, text books, and handbooks. Must be able to read material safety data sheets, school board policies, and warning labels on containers.

WRITING: Write compound and complex sentences using cursive style, proper end punctuation, and employing adjectives and adverbs. Must be knowledgeable of business English, grammar, spelling, and punctuation.

●Ability to maintain strength of knowledge and practice in instructional strategies, CTE standards, and industry-aligned skills
●Ability to demonstrate knowledge of subject matter, seek professional growth, improve instructional
practice, and maintain license renewal in accordance with state and district regulations
● Ability to serve as an effective role model for students as outlined by TSPC's Ethical Educator and
Professional Practices framework
● Ability to work collaboratively with others and to communicate effectively (both orally and in writing) with
students, parents, colleagues, and community/industry partners
● Ability to maintain confidentiality in accordance with law and district policy when handling student, staff,
or parent information
● Ability to work effectively with individuals from varied cultural, linguistic, and educational backgrounds

Computer Skills
Working knowledge of computers and common computer programs.

Essential Duties and Responsibilities

a. Maintain a professional working environment and positive interpersonal working relationships with staff and students.
b. Maintain confidentiality in all areas.
c. Maintain knowledge and comply with all applicable district, state, and federal guidelines, policies and laws.
d. Implement strategies that protect the legal rights of students. Protect the safety, health, and well-being of all students.
e. Supervise students as directed.
f. Create a classroom environment of respect and rapport, establish a culture of learning. Encourage positive social interaction, active engagement in learning, and self-motivation.
g. Manage student behavior equitably and fairly. Create, implement and modify behavioral strategies for students consistent with building behavior goals.
h. Plan, present and implement instructional strategies that respect individual differences, foster student achievement, and maintain supportive and inclusive environments. Establish measurable and realistic instructional goals.
i. Understand and use formal and informal assessment strategies. Monitor student progress. Collect and report relevant data about student performance and behavior.
j. Perform work responsibility effectively under pressure of scheduled deadlines, difficult situations, interruptions, high noise levels, and new or emergency situations.
k. Maintain and improve professional skills in order to contribute to the learning of all students. Grow and develop professionally.

l. Maintain appropriate licensure and training hours as required by TSPC.
m. Support and promote academics, social skills, life skills, personal hygiene and vocational skills.
n. Foster relationships with colleagues, parents and agencies in the community. Communicate regularly with students and families regarding student performance.
o. Correct papers, record grades, compile statistics, take attendance, and maintain accurate records for required reports.
p. Teach students in the use of educational software and computer technology as it relates to classroom instruction.
q. Create instructional opportunities adapted to diverse learners.
r. Understand the central concepts, tools of inquiry, and the structure of disciplines taught.
s. Plan, implement and evaluate instruction based on knowledge of subject matter, students, the community , and curriculum frameworks.
t. Understand and use formal and informal assessment strategies.
u. Utilize the skills and abilities of assigned support personnel and delegate duties to provide the most effective learning opportunities for students.
v. Perform as a productive member of the Professional Learning Community for assigned Professional Development.
w. Collaborates with building peers to improve student achievement through the implementation of programs and strategies to accomplish school and district mission and vision goals.
x. Communicates effectively and positively with staff, students, parents, School Board and community about the school.
y. Strong ability to work harmoniously and build positive relationships with students, families, staff, and community partners
z. Effective oral and written communication skills for diverse audiences
aa. Ability to work effectively with individuals from diverse cultural, linguistic, and educational backgrounds
bb. Commitment to eliminating barriers and fostering equitable access to opportunities and resources
cc. Plans and implements a program of study aligned with state and district curriculum that addresses the individual needs and development of students
dd. Guides the learning process toward achieving curriculum goals; establishes clear objectives for lessons, projects, and assessments and communicates them to students
ee. Develops and maintains a classroom environment conducive to learning within available district resources
ff. Establishes and communicates standards for student behavior; demonstrates effective classroom management and positive discipline strategies
gg. Diagnoses the learning needs and abilities of assigned students and prescribes appropriate instructional activities
hh. Evaluates each student's academic growth on a regular basis and uses results to adjust instructional planning
ii. Maintains open lines of communication with students and families regarding academic and behavioral progress

jj. Supports administration in implementing district policies and rules governing student conduct; establishes reasonable classroom expectations for behavior and attendance
kk. Encourages students to maintain high standards of classroom conduct and personal responsibility
ll. Maintains accurate, complete, and confidential records as required by law, district policy, and administrative regulation
mm. Regularly assesses student accomplishments and maintains required records of progress
nn. Works collaboratively with colleagues, maintaining a professional and cooperative relationship
oo. Cooperates with staff in planning curriculum, instructional methods, and school-wide goals
pp. Takes reasonable precautions to ensure the safety of students and to protect school property, materials, and equipment
qq. Performs teaching responsibilities effectively and continually evaluates professional performance, seeking feedback and engaging in professional growth
rr. Serves as a positive role model for students in appearance, behavior, and interpersonal interactions
ss. Provides appropriate academic accommodations and modifications for students with special needs
tt. Attends meetings, professional development, and serves on committees as assigned
uu. Directs and supervises instructional assistants, volunteers, and other para-professionals as assigned
vv. Maintains confidentiality of student, parent, and staff information and demonstrates high ethical standards
ww. Maintains regular attendance, punctuality, and adherence to schedules, deadlines, and assigned responsibilities
xx. Perform such other tasks (which may require knowledge of other job descriptions) as may seem to be appropriate to the Board or Administration.
yy. Other duties as assigned by school administration.

The above description covers the most significant duties performed, but does not include other occasional work, the inclusion of which would be in conformance to this type of position.

Compensation
Pay Type: Salary
Class/Group: Certified
Salary: Per Bargaining Agreement

Work Schedule
The normal schedule is 7.5 hours per day, 5 days per week, ordinarily from 7:45 a.m. to 3:45 p.m. with a 30-minute duty free lunch period.

This is a 9.25 month position with approximately 181 days compensated. It is the attendance standard of the employer that all employees are present and on time each shift they are scheduled to work. Full or partial absence during any scheduled shift, arriving late, or leaving early may result in disciplinary action. Time off may be approved if allowed by applicable policies covering illness, injury, or other personal emergency.

Probationary Period
The probationary period is two (2) years beginning at start date.

Physical Demands
Move from location to location or point-to-point to perform required tasks. May require quick movement (i.e., running/jogging) to attend to students. Exerts force and/or lifts or carries objects weighing up to 20 pounds occasionally. Express or exchange ideas by means of the spoken word to impart oral information to students, staff, and patrons. Hear fire alarms and distress sounds. Must see to monitor student behavior and ensure compliance with rules. Perceive attributes of objects and materials; perceive temperature and other conditions affecting safety.

Work Environment
Working conditions are mainly inside-some outside for recess/bus supervision. Employees may need to ascend or descend stairs, steps, or similar uneven surfaces to access any required work area or other area related to functioning in the workplace.

EVALUATION:
Performance of this position will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of administrative personnel.

TERMS OF EMPLOYMENT
Current work year is approximately 181 days per year, subject to change. Salary and benefits as determined by the Board of Directors.

WORKPLACE EXPECTATIONS:
The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules. The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting. The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved. The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority. All licensed employees will meet the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators

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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.

Mandatory Child Abuse Reporting: As a mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and/or Department of Human Services, any instances of suspected child abuse.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.” “I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.” “I hereby certify that I am able to fulfill the essential functions of the above position.”

_____ Employee Name (Print)

_____ Employee Signature

_____ Date

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.