

Seeking an Exceptional 3rd Grade Teacher

(Temporary Position 2014-2015 School Year)

Our 56-acre property is located in picturesque Occidental, CA. Our campus is ringed by soaring redwoods, trails, and a year-round creek that are perfect for exploration and learning. Our school also has a large educational [organic garden](#), which serves as the basis for our Farm to School curriculum and supplies fresh produce for the school lunch program. We are committed to place, project and service-based learning.

We are seeking an educator who is eager to incorporate our abundant natural resources into his/her curriculum and help lead our school in this direction. Knowledge of the Common Core is essential, along with a commitment to differentiating and integrating curriculum and instruction. Our ideal candidate is technologically savvy, an excellent communicator, and enthusiastic about collaborating with colleagues.

A bachelor's degree, including all courses needed to meet and maintain credential requirements, as well as a Multiple Subject California Credential will be required for this position. The candidate must also be a Highly Qualified Teacher as defined by state and/or federal guidelines, or have the potential to earn such qualifications in a timely manner.

Harmony Union School District consists of two schools (Salmon Creek Charter School and Harmony Elementary) that share a campus. Our campus is 20 minutes from the Pacific Ocean, an hour north of San Francisco in beautiful West Sonoma County. Our educators are passionate teachers who are creative, forward-thinking, and collaborative. If this sounds like an environment where you would excel, we encourage you to apply at Harmony Union School District's website, on [edjoin.org](#), or by emailing Missy Calvi mcalvi@harmony.k12.ca.us for an application.

Open until filled.

HARMONY UNION SCHOOL DISTRICT JOB DESCRIPTION

Job Classification:	Transitional Kindergarten through Grade 8
Work Location:	Harmony Union School District
Job Range:	Certificated Salary Schedule Placement, Depending on Experience
Date Approved:	Pending HUTA review and Board Approval

Position Summary:

The classroom teacher will instruct students in regular education classes and/or subjects. The teacher will provide an educational program for students according to the required credential in transitional kindergarten through grade 8, and assist in other school programs and duties as assigned.

Major Duties and Responsibilities:

- ◆ Create and maintain an effective learning environment for students.
 - Teach students utilizing the course of study adopted by the Governing Board, and other appropriate learning materials and activities.
 - Create an environment that fosters creativity and positive self-image.
 - Provide differentiated instruction to meet the needs of all students.
 - Instruct students in citizenship and basic communication skills.
 - Utilize the campus and community to implement place, project and service-based learning.
 - Establish and maintain standards of student behavior conducive to learning.
 - Evaluate students' academic and social growth and keep appropriate records
 - Identify student needs, and collaborate with other staff members to assess and assist students.
- ◆ Collaborate and communicate with colleagues.
- ◆ Communicate effectively with parents in a variety of ways.
 - Hold scheduled parent conferences and as needed to discuss individual student progress and to help interpret the school program.
- ◆ Maintain and enhance professional competence through professional development.

Other Duties and Responsibilities:

- ◆ Maintain attendance records.
- ◆ Select and requisition appropriate books, instructional materials (including audio-visual and multi-media materials) and supplies. Maintain required inventory records.
- ◆ Supervise students in out-of-classroom activities during the assigned workday. This includes but is not limited to field trips and assemblies.
- ◆ Share in the sponsorship of student activities.
- ◆ Participate in faculty committees.
- ◆ Help coordinate the work of instructional assistants, other paraprofessionals, parent volunteers, and school age tutors.
- ◆ Administer group-standardized tests.

Supervision and Evaluation:

The teacher is under the immediate supervision of the site Principal or designee.

- ◆ Cooperate with the principal (or designee) to engage in professional evaluation in conformance with district policy.

Minimum Qualifications:

1. **Education:** A bachelor degree, including all courses needed to meet and maintain credential requirements.
2. **Credential:** An appropriate, valid, Multiple Subjects California State Teaching Credential and/or Single Subject California Credential with appropriate authorization for the subject assigned.
3. **Experience:** Classroom teaching experience under the proper credential is desired.
4. **Qualifies** Highly Qualified Teacher as defined by state or federal guidelines, or the potential to earn such qualification in a timely manner.
5. **Personal Characteristics:** Professional appearance and behavior that establish a positive example for students. High recommendations from student teaching supervisor or other professionals who have observed the personal characteristics, scholastic achievement, and classroom performance of the teacher.

Materials required for a complete application packet: Cover letter highlighting experience and interest in the position, resume, three to five work related letters of reference, copy of official college transcripts (original copy of official college transcripts will be required upon hire), copy of CBEST certificate, and appropriate California teaching credentials, CLAD or equivalent certification, Copy of Highly Qualified Teacher Certification.

Last Name	First	Middle	For personnel use	Date of Application
Address			Desired position:	Social Security No. XXX - XX -
City	State	Zip Code	(Separate application for each position applying for)	Telephone No. Home: Work:

<h1>Application for Employment</h1> <h2>Certificated Position</h2> <h3>HARMONY UNION SCHOOL DISTRICT</h3>	<p>Send completed application to: Harmony Union School District 1935 Bohemian Hwy Occidental, CA 95465 (707) 874-1205</p>
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Educational History:

School name	Location (city, state)	Major course or subject	Dates attended		Graduated		Degree
			From	To	Yes	No	
College (list all attended)							
Other education/training							

Professional References:

Name	Title/relationship	Address (street, city, state, zip code)	Telephone No. (include area code)

Outside Activities:

(Exclude those indicating race, color, religion, sex, national origin, age, or handicap status)

Professional memberships, certificates, or licenses held
Past and present civic or cultural activities - include offices held
Principal hobbies

Work Experience:

List employer's name, address, telephone number, type of employment (list all job held in the last 10 years)

Personal References: List name, address, telephone number

Circle One		
Have you even been asked to resign or been dismissed?	Yes	No
Have you ever been convicted of anything other than a minor traffic violation?	Yes	No
If yes to either of the above, please explain on a separate piece of paper.		

I hereby certify that the answers and other information on this application are true and correct and that I understand any misrepresentation or omission of facts on my part will be justification for separation from the District's service, if employed. I understand that my employment may be contingent upon receipt of an alien registration number, verification of birth and any other pertinent information bearing upon my employment and my continued employment depends upon the will of the District and myself.

Signed _____ Dated _____
(Original signature required)