Among the woodlands, wetlands and wildlife of the hills of Southwest Portland lies the unique educational experience that is Oregon Episcopal School. The school occupies a 59 acre campus where 860 students in Pre-K through 12th Grade share an excellent faculty, a college preparatory curriculum, and a strong sense of community.

**JOB TITLE:** Lower School Substitute Extended Care Teacher

Oregon Episcopal School is seeking substitute teachers for its Extended Care program. The successful candidate will be an experienced teacher who enjoys working collaboratively and implementing an inquiry based curriculum. Teachers will work with children in grades Prekindergarten through five. This is an on call position. Hours are usually 2:00-6:00pm with occasional all day care on non-school days.

**ESSENTIAL DUTIES:**
- Fill in for Extended Care teachers working with a designated group of children.
- Implement program curriculum/activities, ensuring that activities are appropriate to the age, interest, and developmental level of children.
- Provide a positive and healthy role model so children can feel emotionally/physically safe and empowered while they learn to negotiate through open communication.
- Supervise and facilitate curriculum activities and/or areas that promote positive learning experiences for the children.
- Maintain appropriate standards for children’s behavior using non-punitive methods that promote development of problem solving skills and support self-esteem.
- Provide a caring environment with respect for children’s individual differences.
- Provide careful and concentrated supervision of play areas to ensure children’s safety and learning.
- Assist Extended Care teachers in maintaining facilities and equipment.
- Attend orientation, staff meetings and training sessions if assigned.
- Pursue professional growth opportunities as appropriate.
- Maintain current Child Care Division Central Background Registry, Food Handler, and CPR and First Aid certifications.
- Attend events as requested.

**MINIMUM QUALIFICATIONS:**
- AA in education or related field or equivalent combination of training and experience
- Experience supervising young children (Pre-k – 5th grade) in a childcare and/or educational setting.
- Enrollment in Oregon Office of Child Care’s Central Background Registry
- Ability to pass a criminal background check and drug screen
- Food Handlers certificate and current CPR and First Aid certification.
PREFERRED QUALIFICATIONS:
• BA/BS or equivalent four year degree in education

KNOWLEDGE, SKILLS, AND ABILITIES:
• Knowledge of developmentally appropriate activities for children and
• Knowledge of child development
• Excellent conflict management skills
• Intercultural competency, ability to interact appropriately with a diverse array of people
• Interpersonal skills, ability to maintain collegial relationships with colleagues

PHYSICAL REQUIREMENTS:
• Mobility sufficient to move about the campus and assure the safety of young children
• Ability to communicate with children, colleagues, families
• Ability to lift up to 20 lbs on an occasional basis

COMPENSATION: hourly rate commensurate with education and experience.

APPLICATION PROCESS:
Interested candidates should send cover letter, resume, and completed application, available here: [http://www.oes.edu/uploaded/contacts/application.pdf](http://www.oes.edu/uploaded/contacts/application.pdf) to: Kathy Finn-Brennan at finnbrennank@oes.edu, or Oregon Episcopal School, at 6300 SW Nicol Road, Portland, OR 97223. No phone calls please.

Oregon Episcopal School does not discriminate in their hiring or employment practices on the basis of race, color, religion, gender (including gender identity or expression), disability, national or ethnic origin, age, sexual orientation, marital status, genetic information, or other legally protected characteristic or status.