



*Oregon Episcopal School prepares students for higher education and lifelong learning by inspiring intellectual, physical, social, emotional, artistic, and spiritual growth so that they may realize their power for good as citizens of local and world communities.*

Oregon Episcopal School occupies a wooded 59 acre campus where 870 students in Pre-K through 12th Grade share an excellent faculty, an inquiry based curriculum, and a strong sense of community. The School values employees who seek to continually develop the [OES Essential Competencies](#) in themselves and others and are prepared to engage in a vibrant, culturally diverse learning community.

**JOB TITLE:** Lower School Assistant Teacher

OES seeks a skilled, caring individual, with school experience to be an assistant teacher in its Lower School. The assistant teacher works actively with assigned students providing instruction or supervision of educational activities. The assistant teacher may assume teacher responsibilities as required for entire class for short intervals. In addition to the qualifications detailed below, the successful assistant teacher will possess excellent interpersonal skills, enthusiasm for working with young children, and the ability to support the School's educational mission.

This position may be .75 FTE (30 hours per week) or 1.0 FTE (40 hours per week) depending on the needs of the program at the start of the school year.

This is a non-exempt, salaried position that comes with benefits including employer paid health insurance, paid time off, and a retirement plan with a generous employer matching contribution. See the OES benefits guide at [www.oes.edu/employees](http://www.oes.edu/employees) for more information.

**ESSENTIAL DUTIES:**

- Support Classroom teacher in classroom planning, preparation, instruction and supervision.
- Work with students in various settings - large group, small group and individually.
- Document student learning.
- Assist lead teacher with production work.
- Attend to duties – lunch, recess, dismissal – as assigned.

**MINIMUM QUALIFICATIONS:**

- BA/BS or equivalent four year degree
- Experience working in an early childhood educational setting
- Strong background in current social emotional learning practices
- Intercultural competence, ability to interact appropriately with a diverse array of students, coworkers, family members; ability to lead diverse groups of students effectively, a demonstrated commitment to equity and inclusion
- IT skills: general digital literacy, facility with video conferencing applications and others appropriate to job duties including Google Drive, flexibility and ability to learn as digital tools evolve
- Current First Aid and CPR training or ability to obtain
- Ability to pass a criminal background check and drug screen

**PREFERRED QUALIFICATIONS:**

- Knowledge of Reggio-inspired schools, social constructivist teaching and learning and the integration of the arts
- Oregon Central Background Registry qualifications

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Interpersonal skills, ability to collaborate and work on teams
- Ability to maintain a warm, supportive classroom atmosphere in which all students can thrive

**PHYSICAL REQUIREMENTS:**

- Ability to handle light physical work in a classroom setting, ability to keyboard
- Ability to lift and carry up to 20 lbs on an occasional basis
- Mobility sufficient to move about school campus and to assure the safety of young children
- Ability to communicate clearly with students, parents and colleagues

**COMPENSATION:** Starts at \$17 per hour (calculated salary paid out over 12 months)

**APPLICATION PROCESS:** Visit <http://www.oes.edu/careers> to learn more about this unique school, then complete the OES online application and attach a cover letter and resume.

***Follow the link below to set up a login and password that will allow you to save and return to your application:***

**[https://fs18.formsite.com/OES\\_Form/2fwdond5qf/form\\_login.html](https://fs18.formsite.com/OES_Form/2fwdond5qf/form_login.html)**

Oregon Episcopal School does not discriminate in its 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.