

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.



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 870 students in Pre-K through 12th Grade share an excellent faculty, a college preparatory curriculum, and a strong sense of community. OES welcomes those who wish to engage in a vibrant, culturally diverse learning community.

JOB TITLE: Extension Program Assistant

Oregon Episcopal School seeks an enthusiastic, conscientious, culturally competent individual to be its Extension program assistant. The program assistant will be responsible for assisting the Extension administration and faculty with program support needs for PreK through 8th grade students in its afterschool and summer programs. The assistant will learn each position across the department and substitute as needed, as well as provide organizational support to the Extension admin team. This position will work with the Extension team to maintain program quality and standards in accordance with department guidelines, OES policies, and Oregon Office of Child Care regulations. The successful candidate will have a passion for working with school aged-children, will be excited to learn from teachers and administrators, and will demonstrate a collaborative, inclusive spirit.

This is a year-round, part-time, hourly position that comes with paid time off, 80% employer paid insurance for the employee, and a 403(b) retirement plan with generous employer match. The schedule is: M – F, 20 hours a week, usually 1:00 -5:00 pm with end time flexible depending on program needs; potential for additional hours during designated non-school days; potential for full-time summer 2019.

ESSENTIAL DUTIES:

- Substitute as needed throughout the department, as assigned by program directors, assistant directors and faculty.
- Support classroom teachers and assistant directors in program planning, preparation, instruction supervision, and documentation of student learning.
- Support Extension administration in managing daily program operations, including daily clerical projects.
- Work with students grades PreK-8th in various settings- large group, small group, and individually.
- Follow Extension daily roles and responsibilities - as assigned.
- Provide careful and concentrated supervision of gathering and play areas to ensure students' safety.
- Implement student support protocols (behavior and safety) that set and 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 students' individual differences.
- Maintain and clean all shared supplies, equipment, and facilities.
- Attend orientation, staff meetings and training sessions as required, as well as, pursuing a minimum 15 hours professional development every year.
- Maintain current Child Care Division Central Background Registry, Food Handler, CPR/First Aid certifications, and professional development hours in Oregon Registry Online (ORO).
- Attend other events as requested.

MINIMUM QUALIFICATIONS:

- AA degree or equivalent combination of training and education
- Experience working with elementary and middle school aged students in an educational setting.
- Experience in office or clerical setting.
- Intercultural competency, demonstrated experience and skill in working with students and colleagues from diverse ethnic, gender, socioeconomic, and educational backgrounds and a demonstrated commitment to diversity and inclusion.
- Enrollment in Oregon Office of Child Care's Central Background Registry.
- Food Handlers certificate and current CPR and First Aid certification.
- Ability to pass a criminal background check and drug screen.

PREFERRED QUALIFICATIONS:

- BA/BS degree
- Knowledge of Reggio-inspired schools, social constructivist teaching and learning and the integration of the arts

PHYSICAL REQUIREMENTS:

- Ability to handle light physical work in a classroom setting.
- Mobility sufficient to move about the campus and assure the safety of young students.
- Ability to communicate with students, parents, and coworkers.

COMPENSATION: Hourly rate \$13-16.00 depending on experience, plus benefits

APPLICATION PROCESS: Interested candidates should complete the application available here and attached resume and cover letter: https://fs18.formsite.com/OES_Form/form61/index.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.