

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 Assistant Director - Middle School

Oregon Episcopal School seeks an enthusiastic, conscientious, and competent individual to be the assistant director of its Middle School Extension Program. The assistant director will work in collaboration with the director of the Extension Department and the director of inquiry and innovation to design and implement the MS after school program. This position will also interface and collaborate with the EC3{Inquiry} Team to support general operations and programming. This work directly supports the OES Extension and Pk-12 Inquiry Programs' shared vision for a unified inquiry-based, transdisciplinary experience for MS students. A high level of interaction with students, parents, colleagues, and the public means that intercultural competency and strong communication skills are particularly important. In addition to the qualifications detailed below, the successful assistant director will possess a passion for working with students, a growth-mindset, and be a model of flexibility and self-initiated collaborative spirit.

This is a year-round, part-time (.75 FTE; 30 hours per week) hourly position that comes with paid time off, 95% employer paid insurance for the employee, and a 403(b) retirement plan with generous employer match. The schedule will be as follows: M-F, approximately 30 hours/week, schedule flexible depending on program needs.

ESSENTIAL DUTIES:

- Extension Duties:
 - Lead MS Extension Program. Design and implement an inquiry-based SY Middle School Extension Program which utilizes the MS and EC3{Inquiry} Center, including but not limited to drop-in areas, after school classes, non-school day classes, and family workshops and events. Use student voice and community feedback to develop and refine program. Represent MS Extension in communication with MS and OES community.
 - Supervise lead assistant(s), assistant teachers and activity teachers.
 - Supervise day-to-day after school operations, including after school schedule and gathering, check-in & attendance information, communication with families and school offices, snack, absentee procedure and communication, instructor needs, supply purchase, and emergency response.
 - Collaborate on student support and alignment with Middle School procedures and communication. Attend MS faculty, student support, PAL meetings and weekly Extension Team meetings.
 - Payroll: Prepare teacher payroll letters and monthly payroll, as well as timesheets for hourly staff.
 - Finance: Maintain financial records in database and work with the Business Office to submit billing, request credits and assist in providing documents for parents and students. Process and maintain system for staff check requests. Prepare and submit own credit card expense reports on time.
 - Facilities: Oversee partnership in use of both MS and EC3 facilities and equipment.

- EC3{Inquiry} Duties:
 - Work with Director of Inquiry & Innovation to provide PK-12 EC3 support in inquiry-based program development
 - Collaborate with Operations Manager to support EC3 scheduling, materials management, and community training around EC3 general use (cleaning processes, consumables, safety, inventory, etc.)
 - Model creative use of materials, tools, and EC3 resources to support and extend classroom learning, broadening real world relevance and application
 - Interface with faculty and students in EC3 to provide resources to promote innovation, hands-on learning, and process-based exploration
 - Attend weekly EC3 Team meetings, and interface using EC3 Team management software
- Marketing: Attend and promote offerings at OES and non-OES events and opportunities, in collaboration with director. Work with marketing to maintaining updated MS Extension web site pages, creating and/or assisting with the Extension brochures and promotional materials.
- 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).
- Assist with special projects as assigned. Perform other related duties as requested.

MINIMUM QUALIFICATIONS:

- BA/BS degree or equivalent combination of training and experience
- Experience working with Middle School students in an educational setting
- IT skills, general digital literacy, proficiency in MS Office Suite, Google web-based platform, database systems, ability to adapt and learn as digital tools evolve
- Experience leading administrative tasks and database management
- 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.
- Willingness to work evenings and/or weekends as needed, transportation for off campus errands and/or events
- 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

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work collaboratively in a team setting
- Organizational skills, ability to effectively manage multiple tasks as well as the flexibility to meet job requirements beyond the work day and the school year
- Interpersonal skills, patience, good humor, tact, discretion, and diplomacy in dealing with sensitive circumstances, ability to maintain collegial relations with colleagues
- Excellent verbal and written communication skills, ability to communicate complex information in a clear manner

PHYSICAL REQUIREMENTS:

- Mobility sufficient to assure the safety of students
- Ability to sit at computer and keyboard for moderate periods
- Ability to lift up to 20 pounds on an occasional basis
- Ability to communicate clearly with students, parents, and groups of individuals
- Ability to move about classroom space(s) and the OES campus

COMPENSATION: Hourly rate 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/form135/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.