

*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 12<sup>th</sup> 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 Teacher

Oregon Episcopal School seeks enthusiastic, conscientious, culturally competent individuals to assist teachers and administrative staff in its extracurricular programs. The assistant teacher will provide support for an after-school program for students in prekindergarten through eighth grade. Assistant teachers work as part of a team that maintains program quality and standards in accordance with Extension Department guidelines, OES policies, and Oregon Office of Child Care regulations. The successful assistant teacher will have a passion for working with elementary and middle school aged students, will be excited to learn from teachers and administrators, and will demonstrate strong interpersonal skills, and an upbeat, collaborative, inclusive spirit.

Schedule: M – F, 2:30 - 6:00 P.M. (end time may be flexible); 8 hours during designated non-school days; potential for full-time summer 2019. This is a part-time, hourly, academic year position that comes with paid holidays and sick leave.

**ESSENTIAL DUTIES:**

- Support classroom teacher in planning, preparation, instruction supervision, and documentation of student learning.
- Work with students in various settings - large group, small group and individually.
- Follow Extension daily roles and responsibilities as determined by term - 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.
- Pursue 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:**

- High school diploma or equivalent
- Experience working with elementary and middle school aged students in an educational setting
- 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:**

- AA or BA/BS degree

- Strong background in current social emotional learning practices
- Knowledge of Reggio-inspired schools, social constructivist teaching and learning and the integration of the arts

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Intercultural competency, ability to interact appropriately with students, families, and coworkers from diverse backgrounds
- Interpersonal skills, ability to maintain collaborative, collegial relations with colleagues
- Basic digital literacy, computer skills sufficient to perform the essential duties of the job

**PHYSICAL REQUIREMENTS:**

- Ability to handle light physical work in a classroom setting
- Ability to move about the OES campus
- Mobility sufficient to assure the safety of young children
- Ability to see, hear and/or speak to use telephone, computer and to interact with students, parents and colleagues

**COMPENSATION:** \$13- \$16 per hour depending on experience

**APPLICATION PROCESS:** Interested parties should complete the OES Application available here: [https://fs18.formsite.com/OES\\_Form/form61/index.html](https://fs18.formsite.com/OES_Form/form61/index.html). Open until filled.

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.