



## UPPER SCHOOL LEARNING COACH

**OUR MISSION:** 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.

**ABOUT US:** Oregon Episcopal School occupies a wooded 59 acre campus where 880 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 SUMMARY:** The Upper School learning coach delivers individualized or small-group instruction for students aged 9-18+, focusing on study skills and improving executive functioning to mitigate learning loss for those affected by Covid-19 school closures. The coach works with the support of the US learning resource coordinator (LRC) and/or the international student resource coordinator (ISRC) as appropriate depending on the particular student(s) being served. This individual meets regularly with the LRC / ISRC to track student progress and collaborates closely with the Student Support Team (SST) to define specific goals for each student coaching session. The successful coach will have experience in tutoring, be able to adapt to a flexible schedule, be responsive to students of all backgrounds and identities, able to work effectively on diverse teams, and thrive in a dynamic school campus environment. Reports directly to the Upper School division head.

This is a temporary, hourly, staff position that comes with paid sick leave. Starts immediately and continues through the end of the school year in late June. It is an ideal role for those pursuing a career in education.

**SCHEDULE:** Hours will be variable based on demand.

- Availability during the school day and immediately after school preferred.
- School day: 8:30-4:30
- Potential for some evening hours/weekend hours to work with international and residential boarding students

**ESSENTIAL DUTIES:**

- Provide direct instruction on time management, study skills, learning strategies, and self-advocacy to:
  - Small groups as referred by OES Student Support Team:- 3-5 students
  - Individuals as referred by the Student Support Team
- Develop rapport with students to instill trust and convey expertise.
- Engage students collaboratively, prompting critical thinking and reflection.
- Independently prepare for upcoming tutoring sessions by reviewing past notes, preparing lessons, and requesting or gathering materials.

- Measure and report on progress related to student specific goals and goal timelines.
- Meet with the learning resource coordinator (LRC) or international student resource coordinator (ISRC) to create the specific goals and skills to be addressed with students and to establish goal timelines.
- Maintain documentation of each session for each student and describe the skills or strategies that were addressed and progress made around each goal addressed.
- Maintain regular communication with the Student Support Team (SST) and other stakeholders, including teachers, as needed.
- Complete monthly progress reports for a caseload of students and attend once a month meeting with the LRC or ISRC

#### **MINIMUM QUALIFICATIONS:**

- High School/GED or equivalent
- Ability to commit to work through the end of the school year (June)
- Digital literacy, intermediate to advanced Gmail, Google Docs, Google Sheets; ability to use Zoom at an intermediate level with minimal support; ability to learn new applications with minimal to moderate training
- Intercultural competence, ability to interact appropriately with persons, of all backgrounds, ability to work effectively on diverse teams, demonstrated commitment to equity, inclusion, and anti-racism
- Ability pass a criminal background check
- Documentation of Covid-19 vaccination or medical/religious exemption

**NOTE:** OES takes the safety of our community very seriously. OES requires all employees to be fully vaccinated (including boosters), and will only make exceptions for documented medical and religious accommodations when they do not cause an undue hardship or create a direct threat to our community.

#### **PREFERRED QUALIFICATIONS:**

- Bachelor's degree (or pursuing) in education or counseling
- Broad base of knowledge and skills related to educational programs, study skills and strategies, and approaches for people with learning disabilities.
- Experience tutoring, mentoring, or working with students around academics
- Planning to pursue a career in education

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Interpersonal skills; ability to interpret tone, verbal, and nonverbal communication and respond appropriately
- Organizational skills, ability to effectively manage time during sessions and with prompt communication around goals and skill development
- Verbal, written, and cross cultural communication skills
- Comfort working alongside all levels of staff and confidence interacting with parents and youth aged 9-18
- Sensitivity handling confidential materials and conversations
- Ability to apply principles of equity, inclusion, and anti-racism in daily performance of job duties and in the broader workplace community.

#### **PHYSICAL REQUIREMENTS:**

- Ability to handle light physical work in a classroom setting

- Ability to move about the OES campus
- Mobility sufficient to ensure 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:** \$25 per hour, +\$10 per additional student for group sessions

**APPLICATION INSTRUCTIONS:**

- Visit <http://www.oes.edu/careers> to learn more about the School.
- Then fill out the [Upper School Learning Coach Application](#) and upload your resume and cover letter addressing what you would bring to this role.

**NOTE FOR INTERNAL CANDIDATES:** Login to the payroll system as normal, search for My Career, then select Search for Jobs. This brings up a menu of all open positions allowing you to apply easily from there.

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.