

*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.

**JOB TITLE:** Lower School Substitute Teachers

Oregon Episcopal School is seeking substitute teachers for its Lower School. The LS substitute teacher works under the direction of the assistant heads of Lower School to teach in the absence of classroom teachers or specialists (music, art, Spanish, Chaplain, or physical education). Oregon Episcopal School places a high value on the cultivation of an inclusive community, social responsibility, spiritual growth, and appreciation and respect for individual differences. In addition to the qualifications detailed below, the successful substitute teacher will be culturally competent and able to create a safe, nurturing environment for children in the absence of the regular classroom teacher.

**ESSENTIAL DUTIES:**

- Report to work as soon as possible after receiving request for substitute teacher.
- Carry out lessons, regular routines, and supervision duties according to the classroom or specialist teacher's plans.
- Provide a written report at the end of the day to communicate with the teacher about the day's events.

**MINIMUM QUALIFICATIONS:**

- BA or equivalent in education or related field
- Experience teaching elementary school aged children
- Intercultural competency, ability to engage appropriately with a diverse community and to teach diverse groups of students effectively
- Digital literacy; intermediate MS Office suite, Google Docs/Drive and other web based applications, as appropriate to job duties, ability to adapt as digital tools evolve and change
- Ability to pass criminal background check and drug screen

**PREFERRED QUALIFICATIONS:**

- MA or equivalent in education or related field
- Teaching credential
- Five years of teaching experience

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- A passion for teaching, ability to maintain a warm, productive classroom environment
- Interpersonal skills, ability to maintain collegial relations with students, parents, and colleagues
- Some knowledge of educational technology, openness to learning new applications

**PHYSICAL REQUIREMENTS:**

- Primarily classroom environment; ability to communicate clearly with students, parents, and groups of individuals
- Ability to move about the classroom/school and the OES campus
- Mobility sufficient to ensure the safety of young children
- Ability to lift up to 20 pounds on an occasional basis

**COMPENSATION:** This on call position pays \$25 per hour.

**APPLICATION PROCESS:** Interested candidates should complete the application, available here and attach cover letter and resume: [OES Application for Employment.](#)

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.