

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.

JOB TITLE: Lower School Substitute Assistant Teacher

JOB SUMMARY: OES is seeking enthusiastic, creative individuals to actively work with assigned students providing instruction or supervision with educational activities. He or she may assume teacher responsibilities as required for an entire class period or for short intervals. In addition to the qualifications detailed below, the successful substitute assistant teacher will be culturally competent and able to create a safe, nurturing environment for all children in the absence of the regular assistant teacher.

ESSENTIAL DUTIES:

- Report to work as soon as possible after receiving request for substitute assistant teacher.
- Support Classroom teacher in classroom planning, preparation, instruction and supervision.
- Work with students in various settings - large group, small group and individually.
- Document student learning.
- Assist lead teacher with production work.
- Attend to duties – lunch, recess, dismissal – as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree or equivalent
- Current First Aid and CPR training
- Experience working in an early childhood educational setting
- Intercultural competency, ability to engage appropriately with a diverse community and to teach diverse groups of students effectively
- Strong background in current social emotional learning practices
- 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 a criminal background check and drug screen

PREFERRED QUALIFICATIONS:

- 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
- Ability to move about school campus as needed
- Ability to see, hear and/or speak to use telephone, computer and to interact with students, parents and other staff

COMPENSATION: This is a part-time, on-call, position. The hourly rate is \$15.00.

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.