

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 Teacher

Oregon Episcopal School seeks enthusiastic, conscientious, culturally competent individuals to be assistant teachers in its Lower and Middle School after-school and summer programs. Extension assistant teachers provide support for an after-school program for students in prekindergarten through eighth grade. They 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 candidate 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. In addition to an upbeat, collaborative, inclusive spirit, the ideal candidate will have the ability to support the [OES educational mission](#).

Schedule: M – F, 2:00-6:00 pm on school days according to academic calendar; 8 hours during designated non-school days; 6-8 hr/day during summer programs (summer schedule TBD).

Benefits: this is a half-time (avg. 20 hours per week), hourly, year-round position that comes with paid holidays, paid sick leave and vacation, 80 percent employer paid group medical, dental, and vision insurance for the employee, and a 403(b) retirement plan with generous employer match. See the [OES Benefits Guide for more information](#).

ESSENTIAL DUTIES:

- Support Lower School classroom teacher and/or Middle School program 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 common 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.
- Collaborate positively with other members of the school community.
- 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 school-aged students in an educational setting
- Ability to enroll in Oregon Office of Child Care Central Background Registry
- Ability to obtain Food Handlers certificate and CPR and First Aid certification
- Intercultural competency, ability to interact appropriately with students, families, and coworkers from diverse backgrounds
- Basic digital literacy, computer skills sufficient to perform the essential duties of the job
- Ability to pass a criminal background check and drug screen

PREFERRED QUALIFICATIONS:

- AA or BA/BS degree or equivalent two or four year 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:

- Interpersonal skills, ability to maintain collaborative, collegial relations with colleagues
- Communication skills and a problem solving, service orientation

PHYSICAL REQUIREMENTS:

- Ability to handle light physical work in a classroom setting
- Ability to lift and carry up to 25 lbs on an occasional basis
- Mobility sufficient to move about the campus and 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: \$14-16 per hour depending on experience

APPLICATION PROCESS: Interested candidates should complete the OES Application here: https://fs18.formsite.com/OES_Form/form155/index.html and attach cover letter and resume. Open until filled. ***Please note: if you have difficulty with the OES online application, you may try another browser or reboot your computer.***

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.