

*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.

The Summer Community Leadership Institute is a learning community dedicated to offering students and teachers the opportunity to work collaboratively to create solutions to the social challenges communities face while cultivating leadership.

**JOB TITLE:** Assistant Teacher-Facilitator

Oregon Episcopal School seeks enthusiastic, conscientious, culturally competent individuals to assist rising 6<sup>th</sup> grade students in a two-week institute. The Summer Community Leadership Institute Assistant Teacher-Facilitator will work under the direction of Teacher-Facilitators to guide rising 6<sup>th</sup> grade students through the [Design for Change](#) process. The successful Assistant Teacher-Facilitator will have a passion for working with middle school aged students, will be excited to learn with a team, will demonstrate strong interpersonal skills, and will have a collaborative and inclusive spirit.

**SCHEDULE:** Training Dates: July 16, 17, and 18, from 8:00 a.m. to 3:00 p.m.,  
Day Camp with Students: Monday through Friday from July 22 to August 2 from 8:45 a.m. – 1:15 p.m.

**ESSENTIAL DUTIES:**

- Plan, prepare, and implement learning experiences for students.
- Work with students in various settings - large group, small group, and individually.
- Provide careful and concentrated supervision 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.
- Work collaboratively with Teacher-Facilitators and other Assistant Teacher-Facilitators using an experiential design based curriculum.
- Document student learning using notes, photos, and film.

**MINIMUM QUALIFICATIONS:**

- Currently a student at Oregon Episcopal School or at a Beaverton School District high school
- One year of experience working with K-12 students
- Intercultural competence, ability to interact appropriately with a diverse array of students, coworkers, family members; ability to teach diverse groups of students effectively
- IT skills: general digital literacy, intermediate to advanced MS Office Suite, database skills, web applications including Google Docs, Zoom or Skype, etc. as appropriate to job duties
- Ability to pass a background check

**PREFERRED QUALIFICATIONS:**

- Lived experience working with and in communities with an array of cultural variety
- Understanding of and ability to implement culturally relevant pedagogy

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Interpersonal skills, ability to work in a team setting using team-based and collaborative approaches; ability to exercise patience, tact, discretion, and diplomacy in dealing with sensitive circumstances, ability to maintain collegial relations with colleagues
- Organizational skills and ability to effectively manage multiple tasks
- Flexibility, ability to employ a balanced approach to assisting institute participants and their families and establishing and maintaining a rapport with students and families
- Knowledge of educational technology; openness to innovation, willingness to learn as digital tools evolve, ability to integrate evolving IT into curriculum

**PHYSICAL REQUIREMENTS:**

- Primarily classroom environment, ability to sit at computer and keyboard for moderate periods
- Ability to lift up to 20 pounds on an occasional basis
- Mobility sufficient to move about the campus
- Ability to see, hear, and speak to interact with students, parents, and groups of individuals

**APPLICATION PROCESS:** Complete the OES online employment application. Follow the link below to set up a login and password that will allow you to save and return to your application:

[https://fs18.formsite.com/OES\\_Form/eyqcpfqidc/form\\_login.html](https://fs18.formsite.com/OES_Form/eyqcpfqidc/form_login.html)

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.