



LOWER SCHOOL ASSISTANT TEACHER

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 LS assistant teacher works actively with assigned students providing instruction or supervision of educational activities. The assistant teacher may assume teacher responsibilities as required for entire class for short intervals. In addition to the qualifications detailed below, the successful assistant teacher will possess excellent interpersonal skills, enthusiasm for working with young children, and the ability to support the School's educational mission. This position is ideal for those considering a career in early childhood education.

This is a non-exempt, salaried, academic year position that comes with full benefits. For more information on benefits at OES visit the [OES Benefits Guide](#).

ESSENTIAL DUTIES:

- 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.
- Participate fully in school sponsored DEI developmental activities.
- Attend to duties – lunch, recess, dismissal – as assigned.
- Perform other duties as assigned

MINIMUM QUALIFICATIONS:

- BA/BS or equivalent four year degree
- Experience working in an early childhood educational setting
- Strong background in current social emotional learning practices
- Intercultural competence, ability to interact appropriately with a diverse array of students, coworkers, family members; ability to lead diverse groups of students effectively, a demonstrated commitment to equity and inclusion
- IT skills: general digital literacy, facility with video conferencing applications and others appropriate to job duties including Google Drive, flexibility and ability to learn as digital tools evolve
- Current First Aid and CPR training or ability to obtain
- 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
- Oregon Central Background Registry qualifications

KNOWLEDGE, SKILLS, AND ABILITIES:

- Interpersonal skills, ability to collaborate and work on teams
- Ability to maintain a warm, supportive classroom atmosphere in which all students can thrive

PHYSICAL REQUIREMENTS:

- Ability to handle light physical work in a classroom setting, ability to keyboard
- Ability to lift and carry up to 20 lbs on an occasional basis
- Mobility sufficient to move about school campus and to assure the safety of young children
- Ability to communicate clearly with students, parents and colleagues

COMPENSATION: Starts at \$17.00 to \$19.00 per hour depending on experience

APPLICATION INSTRUCTIONS:

- Visit www.oes.edu/careers to learn more about OES and the faculty experience.
- Fill out the [OES Lower School Assistant Teacher Application](#)

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

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