



LOWER SCHOOL ASSISTANT GUEST TEACHER JOB DESCRIPTION

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: OES is seeking enthusiastic, creative individuals to actively work with assigned students providing instruction or supervision with educational activities. The assistant may assume teacher responsibilities as required for an entire class period or for short intervals. The successful candidate will possess intellectual curiosity, intercultural competence, strong interpersonal skills, and a cooperative spirit. Covid-19 vaccine required by Sept 1.

Reports directly to the lead classroom teacher and Lower School assistant division heads. Comes with paid sick leave and lunch in the Dining Hall on work days.

ESSENTIAL DUTIES:

- Report to work as soon as possible after receiving request for guest 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
- Current First Aid and CPR training
- Experience working in an early childhood educational setting
- Strong background in current social emotional learning practices
- Intercultural competency, ability to engage appropriately with a diverse community and to teach diverse groups of students effectively, demonstrated commitment to equity and inclusion
- Digital literacy; intermediate MS Office suite, Google Docs/Drive and other web based applications, video conferencing and other applications as appropriate to job duties, ability to adapt as digital tools evolve and change
- Ability to pass criminal background check and drug screen
- Covid-19 vaccine documentation.

PREFERRED QUALIFICATIONS:

- Knowledge of Reggio-inspired schools, social constructivist teaching and learning and the integration of the arts.

KNOWLEDGE, SKILLS, AND ABILITIES:

- A passion for working with young children, ability to contribute to a warm, productive classroom environment
- Interpersonal skills, ability to maintain collegial relations with students, parents, and colleagues

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 and carry, with or without assistance, up to 20 pounds on an occasional basis

COMPENSATION: \$18 per hour and lunch in the Dining Hall on work days

APPLICATION INSTRUCTIONS:

- Visit www.oes.edu/careers to learn more about OES and the faculty experience.
- Fill out the [OES Guest Assistant Teacher Application](#) and attach a resume and cover letter.

Management reserves the right to change or add to this job description at any time.

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.