



LOWER SCHOOL GUEST 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 Lower School guest teacher provides classroom instruction to students following OES standards and methods for instruction. Lower School teachers at OES promote curiosity and the exploration of ideas and concepts while fostering an appreciation for lifelong learning. They cultivate in students the OES values of community, social responsibility, and respect for individual differences. In addition to the qualifications detailed below, the successful guest teacher will possess excellent communication and interpersonal skills, and the ability to support the School's educational mission. Reports directly to the Lower School assistant division heads. Comes with paid sick leave and lunch in the Dining Hall on work days. This is an on-call position. Covid-19 vaccine required by Sept 1.

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
- Experience teaching elementary school aged children
- 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
- Documentation of Covid-19 vaccination

PREFERRED QUALIFICATIONS:

- MA or equivalent in education or related field
- Five years of teaching experience

KNOWLEDGE, SKILLS, AND ABILITIES:

- A passion for teaching, ability to maintain a warm, productive classroom environment

- Interpersonal skills, ability to maintain collegial relations with students, parents, and colleagues
- Some knowledge of educational technology, openness to learning new applications

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: \$25 per hour, \$175 per full 7 hour day

APPLICATION INSTRUCTIONS:

- Visit www.oes.edu/careers to learn more about OES and the faculty experience.
- Fill out the [OES Guest 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.