



EANS LS ASSISTANT TEACHER & EXTENSION TEACHER (ONE YEAR POSITION)

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, diverse learning community.

JOB SUMMARY: This is a combined position with 50% of its duties in the Lower School as a classroom assistant teacher and 50% in the Extension program as an after-school class teacher. LS assistant teachers work actively with assigned students providing instruction or supervision of educational activities. Extension after-school teachers deliver instruction to groups of students in the after-school program and work as part of a team to maintain program quality and standards in accordance with Extension Department guidelines, OES policies, and Oregon Office of Child Care regulations. The successful EANS assistant will be culturally competent, have a passion for working with elementary and/or middle school aged students, and will possess an upbeat, collaborative, and inclusive spirit.

This is a full-time, *one year*, non-exempt, hourly position that starts August 19 and ends June 16, 2023. It comes with benefits including paid sick leave, personal days, and paid holidays, health insurance, retirement plan with generous employer match and lunch daily. For more information on Benefits at OES visit www.oes.edu/employees.

ESSENTIAL DUTIES:

- During the school day, support the Classroom teacher in classroom planning, preparation, instruction supervision, and documentation of student learning. After School, support the curriculum and program development of grade specific cohorts.
- Support students by offering educational support to address any learning loss due to the COVID-19 pandemic
- Work with students in various settings - large group, small group and individually, in person and in remote learning environments.
- Provide careful and concentrated supervision of gathering and common areas to ensure students' safety
- 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:

- AA or equivalent two year degree or combination of training and experience
- Experience working in a school-aged educational setting
- Strong background in current social-emotional learning practices
- Intercultural competence, ability to interact appropriately with students, coworkers, family members of all backgrounds and identities, ability to lead diverse groups of students effectively
- A demonstrated commitment to equity and inclusion
- IT skills: general digital literacy, facility with applications as appropriate to job duties
- Current First Aid and CPR training
- Ability to pass a criminal background check and drug screen
- Documentation of Covid-19 vaccination or medical/religious exemption

NOTE: OES takes the safety of our community very seriously. OES requires all employees to be fully vaccinated (including boosters), and will only make exceptions for documented medical and religious accommodations when they do not cause an undue hardship or create a direct threat to our community.

PREFERRED QUALIFICATIONS:

- BA/BS or equivalent four-year degree
- Strong background in social emotional learning practices
- Knowledge of Reggio-inspired schools, social constructivist teaching and learning and the integration of the arts
- Enrollment in Oregon Office of Child Care Central Background Registry

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
- Mobility sufficient to move about school campus and to assure 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: \$19-21 per hour plus benefits

APPLICATION INSTRUCTIONS:

- Visit www.oes.edu/careers to learn more about OES and the faculty experience.
- Fill out the [OES EANS Assistant Teacher application](#) and upload your resume and cover letter

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

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.