



EXTENSION 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, diverse learning community.

JOB SUMMARY: OES seeks two to three individuals to be extension teachers, a position that provides support for an after-school program for students in third to fifth grades. Extension teachers work as part of a team that maintains program quality and standards in accordance with Extension Department guidelines, OES policies, and Oregon Office of Child Care regulations. The successful Extension teacher will be committed to equity and inclusion, have a passion for working with elementary school aged students, will be collaborative and eager to learn from colleagues and demonstrate an upbeat, enthusiastic disposition. Reports to director of after-school programs.

SCHEDULE:

- Monday – Friday, 2:00-6:00pm on school days according to academic calendar
- 8 hours during designated non-school days
- 6-8 hr/day during summer program (summer schedule TBD)

This is a .5 FTE (20 hours per week), non-exempt, year round position. It comes with benefits including but not limited to paid time off, partially employer paid health insurance, a retirement plan with generous employer match. For more information on benefits, visit the [OES Benefits Guide](#)

ESSENTIAL DUTIES:

- Design and support the curriculum and program development of grade-specific cohorts in planning, preparation, instruction supervision, and documentation of student learning.
- Work with students in various settings - large group, small group and individually.
- Follow Extension daily roles and responsibilities as determined by term - as assigned.
- Collaborate with the divisional day program.

- Provide careful and concentrated supervision of gathering and common areas to ensure students' safety.
- Recognize, respect and promote the cultural difference and diversity of the individuals in the program and community.
- Implement student support protocols (behavior and safety) that set and maintain appropriate standards for children's behavior using non-punitive methods that promote the development of problem-solving skills and support self-esteem.
- Execute a strong, inquiry-based curriculum under the guidance of the Extension Head Teacher.
- 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 with school-aged students in an educational setting
- Intercultural competency, ability to interact appropriately with students, families; and colleagues of all backgrounds and identities; ability to lead diverse groups of students effectively, a demonstrated commitment to equity and inclusion
- Ability to enroll in Oregon Office of Child Care Central Background Registry
- Ability to obtain Food Handlers certificate and CPR and First Aid certification
- Ability to pass a criminal background check and drug scree
- 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 in relevant discipline
- Strong background in social emotional learning practices
- Knowledge of Reggio-inspired schools

KNOWLEDGE, SKILLS, AND ABILITIES:

- Interpersonal skills, ability to maintain collaborative, collegial relations with colleagues
- Ability to maintain a warm, supportive atmosphere in which all students can thrive
- Basic digital literacy, computer skills sufficient to perform the essential duties of the job

PHYSICAL REQUIREMENTS:

- Ability to handle light physical work in a classroom setting
- Ability to move about the OES campus
- Ability 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 depending on experience, plus benefits

APPLICATION INSTRUCTIONS:

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