



EXTENSION AFTER SCHOOL CLASS INSTRUCTOR

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: The Extension after-school class instructor designs and teaches after school classes following OES standards and methods for instruction. This person promotes curiosity and the exploration of ideas and concepts while fostering an appreciation for lifelong learning. In addition to the qualifications detailed below, the successful Extension instructor possesses excellent communication and interpersonal skills, respect for individual differences, and strong organizational skills. Reports directly to the director of after-school programs.

SCHEDULE: 2:55 - 4:25PM teaching time after school, 1-5 days a week.

This is a temporary, seasonal position that comes with paid sick leave Open until filled.

ESSENTIAL DUTIES:

- Collaborate with Extension staff to design a 8-12 week inquiry-based course around one of (but not limited to) the following: dance, design, chess, culinary arts, theater, improv, etc.
- Develop intellectually challenging and creative classes with developmentally appropriate and research-based practices.
- Use a variety of best curricular and instructional approaches and methods including experiential learning, cycle of inquiry, conceptual and manipulative-based approaches, reading, writing, etc.
- Develop a safe, nurturing, and exciting environment conducive to classes of 6-15 students.
- Promote the responsible, safe, and healthy use of equipment, materials, and environment
- Individualize instruction and educate the whole child.
- Develop a familiarity with a framework for understanding students' individual strengths, affinities, and challenges.
- Work collaboratively with colleagues in a spirit of openness and cooperation.
- Demonstrate kindness, enthusiasm, and a passion for teaching.

MINIMUM QUALIFICATIONS:

- BA/BS in relevant discipline
- 2-5 years of teaching experience
- Intercultural competence, ability to teach diverse groups of students effectively; ability to interact appropriately with students, coworkers, family members of all backgrounds and identities

- A demonstrated commitment to equity and inclusion
- Ability to pass a 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:

- MA/MS in relevant discipline
- Prior work experience in a school setting, public or independent school

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to learn and grow professionally and to stay abreast of changes in the field of education
- Interpersonal skills, ability to collaborate and maintain collegial relations with colleagues
- Excellent communication skills to interact with students, families, and colleagues

PHYSICAL REQUIREMENTS:

- Primarily classroom environment, ability to sit at a computer and keyboard for moderate periods
- Ability to lift up to 20 pounds on an occasional basis
- Mobility sufficient to move about the campus and to assure the safety of young children
- Ability to see, hear, and speak to interact with students, parents, and groups of individuals

COMPENSATION: \$25-\$50 per teaching hour depending on experience

APPLICATION INSTRUCTIONS:

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