



Job Description:

Pre-Kindergarten Aide/After School Care Teacher

Organization Description

Cascades Academy is an independent PK-12 day school with about 240 students located in the beautiful mountain town of Bend, Oregon. The school was founded in 2003 and resides on an award-winning 53-acre campus located on the Deschutes River. The school's unique mission weaves challenging academics with experiential learning and actively cultivates a nurturing and inclusive school community.

The school is accepting resumes for Academic Aid/After School Care teachers for the 2022-23 school year for our PK-5 school and after-care program. Qualified candidates should send a resume, cover letter, and professional references to hr@cascadesacademy.org. No phone calls, please.

Job Description

Cascades Academy is currently seeking a well-rounded and flexible candidate who can support daily operations and extend the school's uniquely engaging mission to our after-school programming. The scope of responsibilities will cover many programs and aspects that fall both within the purview of the Lower School and Auxiliary Programs. This position includes direct support of students and teachers, both within the school day and after. It also includes designing and implementing programming for non-school days. It is paid hourly with a competitive wage and is considered part-time.

Overview of Duties and Responsibilities:

- General hours are from 2:00-5:30.
- Assist in pre-kindergarten classrooms until 3:30 to support teachers and students where needed
- Facilitate the school's in-person Aftercare Program, Monday-Friday from 3:30-5:30, planning and executing the facilitation of fun and safe activities for a group of 5-20 elementary-aged children with the help of an assistant.
- Assist in other duties such as, but not limited to, no-school day and early release programming and more.
- Opportunities to act as full day, in-house substitute when need arises.
- **Additional hours available from 10:30-1:45 T, W, Th assisting our chef with lunch service

Preferred Qualities:

- Enjoys working with children and facilitating their wonder and learning in safe and encouraging ways
- Flexible, self-motivated, proactive, enthusiastic, and reliable
- Good time management and organizational skills
- Engaging and positive personality - relates respectfully with people of all backgrounds and ages
- Works well as part of a small and cohesive team

Requirements:

- Minimum age: 21
- First Aid/CPR certified
- At least one year or more of experience working with children in a summer camp, youth recreation, or educational setting
- Two years of college or more completed
- Clean background check

- Timely completion of the Oregon Registry Online (ORO) Certification process
- Oregon Food Handlers Certification