



Pre-Kindergarten Aide/After School Care Teacher 2024-2025

About Cascades Academy

Cascades Academy was founded in 2003 with a deep commitment to experiential learning, academic excellence, and community engagement. Now in its 21st year, the school has grown to 250 students PreK-12 and is excited to more fully realize its founding pillars while also deepening its commitment to diversity, equity, and inclusion, social-emotional learning, and community partnerships to inspire lifelong learners.

Cascades Academy values employees who are committed to our mission, are prepared to engage fully in a learning community, and are excited to bring their authentic selves to work. Cascades Academy's culture is highly collaborative and puts what is best for students at the center of the work. Regularly named one of the [Best Nonprofits to Work for in Oregon](#), our faculty and staff see each other as teammates and feel motivated to do their best work here.

Cascades Academy strives to cultivate and maintain a supportive, inclusive community for all employees and actively promotes a commitment to diversity, equity, inclusion, and anti-racism.

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in the job description. We are most interested in finding the best candidate for the job and are eager to consider applications from groups traditionally underrepresented in independent school communities.

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 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 a full-day, in-house substitute when the need arises.

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
- Two years of college or more completed

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
- Clean background check
- Timely completion of the Oregon Registry Online (ORO) Certification process including Oregon Food Handlers Certification

Compensation:

Competitive and based on experience

Application Instructions:

To apply, please send your resume and cover letter to hr@cascadesacademy.org. No phone calls, please.

It is the policy of Cascades Academy to provide equal employment opportunity, regardless of race, color, sex, age, national origin, religion, physical or mental impairment, sexual orientation, veteran's status or any other status protected by applicable law. Specifically, employment opportunities are and shall be open to all qualified applicants solely on the basis of their experience, aptitudes, abilities and training; advancement is and shall be based on the individual's achievement, performance, ability, attitude and potential for promotion.