

*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.*



Among the woodlands, wetlands and wildlife of the hills of Southwest Portland lies the unique educational experience that is Oregon Episcopal School. The school occupies a 59 acre campus where 870 students in Pre-K through 12<sup>th</sup> Grade share an excellent faculty, a college preparatory curriculum, and a strong sense of community.

**JOB TITLE:** Substitute Assistant Teacher

**JOB SUMMARY:** OES is seeking substitute assistant teachers to actively work with assigned students providing instruction or supervision with educational activities. He or she may assume teacher responsibilities as required for entire class for short intervals. The successful candidate will possess enthusiasm, creativity, intellectual curiosity, humor and a cooperative spirit.

**ESSENTIAL DUTIES:**

- Report to work as soon as possible after receiving request for substitute assistant teacher.
- Support Classroom teacher in classroom planning, preparation, instruction and supervision
- Work with students in various settings - large group, small group and individually
- Document student learning
- Assist lead teacher with production work
- Attend to duties – lunch, recess, dismissal – as assigned

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree
- Current First Aid and CPR training
- Experience working in an early childhood educational setting
- Strong background in current social emotional learning practices
- Ability to pass a criminal background check and drug screen

**PREFERRED QUALIFICATIONS:**

- Knowledge of Reggio-inspired schools, social constructivist teaching and learning and the integration of the arts

**PHYSICAL REQUIREMENTS:**

- Ability to handle light physical work in a classroom setting
- Ability to move about school campus as needed
- Ability to see, hear and/or speak to use telephone, computer and to interact with students, parents and other staff

This is a part-time, on-call, position. The hourly rate is \$15.00.

**APPLICATION PROCESS:**

Interested candidates should send cover letter, resume, and completed application, available here: <http://www.oes.edu/uploaded/contacts/application.pdf> to: Assistant Head of Lower School Christine O'Toole at [lsteacher@oes.edu](mailto:lsteacher@oes.edu) or 6300 SW Nicol Road, Portland, OR 97223. Please note, the application must be printed, signed, and either scanned and send by email or mailed. Open until filled. No phone calls please.

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.