

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 875 students in Pre-K through 12th Grade share an excellent faculty, a college preparatory curriculum, and a strong sense of community.

JOB TITLE: Lower School Substitute Teachers

JOB SUMMARY: OES is seeking substitute teachers for its Lower School. The LS substitute teacher works under the direction of the assistant heads of Lower School to teach in the absence of classroom teachers or specialists (music, art, Spanish, Chaplain, or physical education). Oregon Episcopal School places a high value on the cultivation of a sense of community, social responsibility, spiritual growth, and appreciation and respect for individual differences. In addition to the qualifications detailed below, the successful substitute teacher will be able to create a safe and nurturing environment for children in the absence of the regular classroom teacher.

ESSENTIAL DUTIES:

- Report to work as soon as possible after receiving request for substitute teacher.
- Carry out lessons, regular routines, and supervision duties according to the classroom or specialist teacher's plans.
- Provide a written report at the end of the day to communicate with the teacher about the day's events.

MINIMUM QUALIFICATIONS:

- BA or equivalent in education or related field
- Experience teaching elementary school aged children
- Ability to pass criminal background check and drug screen

PREFERRED QUALIFICATIONS:

- MA or equivalent in education or related field
- Teaching credential
- Five years of teaching experience

KNOWLEDGE, SKILLS, AND ABILITIES:

- A passion for teaching, ability to maintain a warm, productive classroom environment
- Intercultural competency, ability to interact appropriately with a diverse array individuals
- Interpersonal skills, ability to maintain collegial relations with students, parents, and colleagues

PHYSICAL REQUIREMENTS:

- Primarily classroom environment requires ability to see, hear and speak clearly to interact with students, parents, and groups of individuals
- Ability to move about the classroom/school and the OES campus
- Ability to lift up to 20 pounds on an occasional basis

COMPENSATION: This on call position pays \$25 per hour.

APPLICATION PROCESS: Interested candidates should send cover letter, resume, and completed application, available here: <http://www.oes.edu/uploaded/contacts/application.pdf> to: the attention of Assistant Head of Lower School Kirstin McAuley at lsteacher@oes.edu or Oregon Episcopal School, 6300 SW Nicol Road, Portland, OR 97223.

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age, sexual orientation, marital status, genetic information, or other legally protected characteristic or status.