



Job Description

Job Title:	After School Assistant Teacher	Reports To:	Director of Children's Programs
Department/Group:	Children's Programs: After School Program	Posting URL:	www.friendlyhouseinc.org/jobs
Location:	1737 NW 26 th Ave. and 1725 NW 26 th Ave. Friendly House Brentano and Crawford Buildings, Chapman School, and Wallace Park	Travel Required:	None, unless assigned a support role that would require some light traveling to local stores for supplies, or to attend a training-
Pay/Pay Range:	\$17 per hour	Position Type:	Regular, part-time, 20 hours/week
Benefits:	Up to 4% employer match on employee contributions to 403(b)-retirement plan, paid vacation, sick leave, and holidays (prorated based on FTE). A Friendly House fitness membership, paid tuition and discounts on Friendly House childcare, and discounts on some activities are also provided.	Job Conditions:	This job is performed in classrooms at Friendly House, Chapman Elementary, Wallace Park and the 2-block walking route between Friendly House and the park. The program occasionally travels to other locations for field trips on foot and by bus. One of our buildings is non-ADA-compliant. FH requires proof of vaccination for all staff, and are expected to adhere to state and local guidance on COVID-19 safety measures.
Contact:	hr@fhpdx.org	Date Posted:	9/10/21
Will Train Applicant(s):	Will train applicant(s) on Friendly House policies, program procedures, PBIS, and after school care-related topics including COVID safety protocols.	Posting Expires:	Open until filled.
Scope of the Position:	Desirable candidates for the After School Assistant Teacher position bring enthusiasm for helping children to learn and develop to their fullest potential within an after school setting. In FH After School, each Assistant Teacher is responsible for supporting teachers with the management of their group. This is a 20-hour per week position. This position will support planning and implementing safe, developmentally appropriate activities. Under the guidance of teaching staff, and will help to ensure the enrichment, social development, health, and safety of children in the After School Program. This position will adhere to all childcare regulations including COVID-19 rules, procedures, and protocols.		

Qualifications and Requirements

- Applicants must be 15 years of age or older.

<p>Equity, Diversity, Inclusion</p> <p>Friendly House values equity, diversity, and inclusion. People with lived experience in communities of color and other marginalized groups are encouraged to apply.</p>	<p>Non-Discrimination:</p> <p>It is the policy of Friendly House to treat all people with dignity and respect. The agency prohibits discrimination based upon race, sex, religion, color, gender identity, age, national origin, marital or familial status, pregnancy, sexual orientation, citizenship status, military service, veteran status, housing status, source of income, political affiliation, union affiliation, physical or mental disability or other protected status in accordance with applicable law. In addition, we shall not discriminate against minority-owned, women-owned, or emerging small business.</p>
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Applications Accepted By: Hiring Lead

Email: hr@fhpdx.org

Mail: Attn: HR
 2617 NW Savier St.
 Portland, OR 97210

Essential Functions

Child Interactions

- Support teachers to provide a safe, healthy environment for children in the After School Program.
- Share responsibility for groups of up to 30 children with a teacher.
- Model appropriate, cooperative behavior for children.
- Support teachers to develop and sustain classroom systems that promote positive behavior and accountability.
- Actively supervise groups of up to 30 children with a teacher.
- Snack prep and clean-up.
- Always maintain appropriate staff-to-student ratios.
- Model and teach children to maintain appropriate physical distancing and healthy practices to minimize potential exposure to COVID-19.

Planning, preparation, and meetings

- Thoughtfully prepare classroom.
- Assure that classroom and storage areas are kept clean and organized.
- Meet Childcare Division (15 hours per year) and Friendly House’s training requirements.
- Communicate positively with children, parents, school staff and co-workers.
- Follow Friendly House Risk Management Plan.
- Read emails daily.
- Complete timesheet daily.
- Actively participate in all required meetings, trainings and events.
- Help Friendly House fulfill its community-building mission through interactions with students, families, staff, and the community.
- **Ensure all ELD mandates related to COVID-19 are strictly followed:** see this [LINK](#) for details.

Reviewed By:	Dan Hupala	Date:	9/9/21
Approved By:	Mya Chamberlin	Date:	09.10.21

