



Job Description

Job Title:	After School Assistant Teacher	Reports To:	Director of Children's Programs
Department:	Children's Programs: After School Program	Posting URL:	www.fhpdx.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.
Pay:	\$17 per hour	Position Type:	Regular, Part-time, 20 hours/week
Benefits:	Up to a 4% employer match on employee contributions to our 403(b) retirement plan, paid vacation, sick leave, and holidays. A Friendly House fitness membership, tuition discount on Friendly House childcare, and discounts on some activities are also provided. Free access to day camps for employees' children ages 5-12 (winter and spring break, summer camp), as well as free after-school care for children ages 5-12. At least a 50% discount on preschool fees for children ages 3-5 who meet all other enrollment eligibility. Steeper discounts will be made available for families who qualify for scholarships.	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. All FH staff members will be expected to adhere to state and local guidance on COVID-19 safety measures. All Friendly House employees are required to be vaccinated against COVID-19 and practice all Covid safety measures as indicated by the CDC and other health authorities.
Contact:	hr@fhpdx.org	Date Posted:	1/13/22
Will Train Applicant(s):	Will train applicant(s) on Friendly House policies, program procedures, PBIS, and after school care-related topics including distance learning support.	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 Friendly House After School, each Assistant Teacher is responsible for assisting a teacher with the management of their group. This is a 20-hour per week position. This position will assist in implementing safe, developmentally appropriate activities with a team of teaching staff, and will ensure the enrichment, social development, health, and safety of children in the After School Program. This position will adhere to all childcare regulations and COVID-19 rules, procedures, and protocols.		

Qualifications and Requirements

- Applicants must be 15 years of age or older.
- Preferred candidates will also meet qualifications and requirements for the [Head Teacher](#) position.

Equity, Diversity, Inclusion

Friendly House values equity, diversity, and inclusion. People with lived experience in communities of color and other marginalized groups are encouraged to apply.

Non-Discrimination:

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.

Applications Accepted By: Hiring Lead

Email: hr@fhpx.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.
- Maintain responsibility for a group of up to 15 children; 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.
- Prepare and present weekly activities concepts to the Children’s Programs Manager by the assigned due date.
- Program support role(s) to be assigned.
- 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

- Attend required Friendly House all staff meetings and trainings (days and times TBD).
- 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.
- Track essential information that may be presented in the form of emails, verbal communication, and documents including attendance rosters, behavior incident reports, incident/accident forms, child abuse and neglect forms, medication authorization forms, your training documentation, expense reimbursement forms, and break tracking sheets. Track verbal information: daily routine changes, changes in the schedule, children who are absent, information provided to you by a program director and/or program manager.
- Prepare a classroom for each day, including lifting and moving chairs and tables as needed.
- Actively participate in all-staff meetings, training, 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:	1/12/2022
Approved By:	Ryan Fosmark	Date:	1/13/2022

