



Summer Accelerated Academy Extended Day Teacher

About Friendly House

Friendly House, a nonprofit neighborhood center and social service organization, promotes the interdependence of people from all walks of life to meet educational, recreational and human service needs in the Portland Metropolitan area. Friendly House creates opportunities for people of all income and age groups to increase social capital, which we define as the bonds that encourage mutually beneficial support. We operate two major programs in Northwest Portland: Community Services and our Children's Programs. Founded in 1930, the organization has remained true to its settlement house roots, giving special attention to the needs of people facing extraordinary challenges, including children, low-income families, older adults and LGBT older adults, to assure their inclusion in the fabric of society. We encourage applicants to visit our website (www.fhpd.org) to learn more.

Job Overview

Desirable candidates for the Summer Accelerated Academy Extended Day Teacher position bring enthusiasm for helping children to learn and develop to their fullest potential within an after-school setting. The Teacher is responsible for the management of up to 15 students, or up to 30 students with another teacher. This is a 5-week, temporary, 35-hour per week position. This position will plan and implement safe, fun, and developmentally appropriate activities for grade school-aged students. This position will adhere to all Friendly House, Chapman, and Portland Public Schools regulations.

The Summer Accelerated Academy at Chapman seeks to focus on children from five west Portland elementary schools and their families. Teachers should be prepared to assist students with homework help as needed or requested by families and/or teachers.

Any staff interested in staying on with Friendly House for the school year will be given additional consideration during open hiring in August. Regular, full-time after school employees are entitled to full medical/dental benefits, sick/vacation leave, and 403(b) retirement savings with up to 4% employer match.

This job is performed at Chapman School, Wallace Park, office space and break space located at Friendly House, 1737 NW 26th Ave. (1.5 blocks from Chapman).

Position Type

Temporary, full-time/non-exempt, 35 hours per week at \$20 per hour. Five weeks, July 5th–August 5th, 2022.

Job Conditions

This job is performed in classrooms at Chapman Elementary and Wallace Park. The program may occasionally take walking field trips. Chapman's building is ADA-compliant. All FH staff members will be expected to adhere to current state and local guidance on COVID-19 safety measures.

Benefits

A Friendly House fitness membership and discounts on some activities are also provided.

Notice of Non-Discrimination

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

Responsibilities and Duties

Child Interactions

- Provide a safe, healthy environment for children in the Summer Accelerated Academy Extended Day Summer School Program.
- Maintain responsibility for a group of up to 15 children; share responsibility for groups of up to 30 children with another teacher.
- Model appropriate, cooperative behavior for children.

- Develop and sustain classroom systems that promote positive behavior and accountability.
- Plan and implement weekly classroom curriculum that includes art, literacy, music, science, physical education and social skill building. Lead large group activities every week. On-going, child-driven projects and/or periodic units are required.
- Lead social and/or recreational activities such as music, painting, photography, science, and gardening.
- Always maintain appropriate staff-to-student ratios.
- Model and teach children to maintain appropriate healthy practices to minimize potential exposure to COVID-19.

Planning, Preparation, and Meetings

- Attend required staff meetings and training during the onboarding week prior to programming.
- Attend daily check-in meetings with the staff.
- Share pertinent information with other staff.
- Thoughtfully prepare classroom calendar and curriculum and submit on the timeline requested.
- Assure that classroom and storage areas are kept clean and organized.
- Communicate regularly and positively with children, families, school staff and co-workers.
- Follow Friendly House's 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, training documentation, expense reimbursement forms, and break tracking sheets. Track verbal information such as daily routine changes, changes in the schedule, children who are absent, and information provided to you by a program director and/or program manager.
- Prepare classroom for each day, including lifting and moving chairs and tables as needed.
- Actively participate in all meetings, trainings and events.
- Help Friendly House fulfill its community-building mission through interactions with students, families, staff and the community.

Qualifications

- At least 20 semester hours (or 30 quarter hours) of training at a college or university in elementary education, child development, physical education, recreation, special education or early childhood education (K-3), **OR**
 - At least one year of successful, full-time work experience in a certified day-care center or comparable group child-care program in the care of school-age children. At least one year of successful, full-time work experience in a certified childcare center working directly with school-age children. Applicants with a degree in Early Childhood Education (ECE), Elementary Education (ELED), a related field or those in the process of obtaining an ECE, ELED or related degree will receive first consideration.
- Must pass Child Care Division Central Background Registry.
- Must be 18 years of age or older.
- Must obtain a Food Handlers Card, and First Aid/CPR Certifications within 60 days of employment.
- Must take a **Recognizing and Reporting Child Abuse and Neglect** class within 60 days of employment.
- Physical requirements include the ability to:
 - routinely lift 50 pounds.
 - bend, stoop, twist and sit on the floor with children.
 - run after children.

Requirements

- Knowledge of:
 - general principles and best practices of elementary education.
 - anti-bias curriculum and developmentally appropriate curricula for school-age students.
 - basic principles of diversity, equity and inclusion within an after-school setting.
 - social-emotional support curriculum (PBIS or similar).
 - Office of Childcare rules for school-age programs.
 - Friendly House's mission, vision and values.
- Skills:
 - excellent oral and written communication skills with adults and school-age children.

- talents or areas of expertise that can be shared through individual, small group and large group activities.
- good organizational skills.
- Ability to:
 - supervise children in an appropriate, positive manner.
 - actively participate in activities with school-age students.
 - incorporate Friendly House mission, vision and values into your work life.
 - work cooperatively with all Friendly House staff members, understanding that all programs support the fulfillment of the mission.
 - work independently with little supervision.
 - maintain confidentiality.
 - be culturally responsive.

Send resume to:

Email (PDF preferred):

hr@fhpx.org

Mail:

Hiring Manager
Friendly House, Inc.
2617 NW Savier St.
Portland, OR, 97210

Reports To: Director of Children's Programs

Posting URL: <https://www.fhpx.org/jobs/>

Travel Required: Some light traveling to local stores for supplies.

Date Posted: 6/7/22

Posting Expires: TBD