



<https://fhpdx.org/>

## **Children's Programs Substitute 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 three major programs in Northwest Portland: Friendly House Community Center, 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 LGBTQ+ older adults, to assure their inclusion in the fabric of society. We encourage applicants to visit our website ([www.fhpdx.org](http://www.fhpdx.org)) to learn more.

### **Job Overview**

Desirable candidates for the Children's Programs Substitute Teacher position bring enthusiasm for helping children to learn and develop to their fullest potential within a childcare setting. In the Children's Programs, the Substitute Teacher is responsible (in partnership with other staff) for the management of their group. A typical work shift during the 2022–23 school year is Monday–Friday, 7:30am–6pm, or some portion of those hours depending on availability. This is a part-time, on-call position. Candidates who are hired will be on our substitute call list and will be contacted for last-minute or planned absences to cover in our preschool and/or after school program. We include a paid day of orientation, training, and observation prior to the first substitute shift. Substitutes will be oriented to the classroom, children, and schedule briefly before each sub shift if it's their first time in that classroom and then will work under the guidance of a regular staff member. This position requires the ability to be flexible and to

be a proactive contributor in a busy classroom, first with support and then more independently as they gain experience. There is no guarantee of available shifts and substitutes are only paid for hours worked. Substitutes are not required to accept substitute shifts as they arise but are required to respond to inquiries and keep the supervisor informed about their availability. Substitute positions may become regular, scheduled positions as openings become available.

### **Position Type**

On-call, part-time, \$17/hour

### **Job Conditions**

This job is performed in classrooms at Friendly House, Chapman Elementary, Wallace Park and the two-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. For the health and safety of the Friendly House community, all employees are required to be vaccinated against COVID-19 at the time of their employment. All Friendly House staff members will be expected to adhere to state and local guidance on COVID-19 safety measures.

### **Benefits**

This is an on-call position. No benefits are included unless the applicant is to be hired for a regular position in the future.

### **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

- Substitute as classroom teacher when other staff are out sick or scheduled to be absent.
- Provide a safe, healthy environment for children enrolled in Children's Programs.
- Maintain responsibility for a group of up to 15 children; share responsibility for groups of up to 20 children with another Children's Programs staff member.
- Model appropriate, cooperative behavior for children.
- Share responsibility with the teaching staff in monitoring the physical and mental health status of each child.
- Always maintain proper staff-to-student ratios (1:15 or less).
- Model and teach children to maintain proper physical distancing and healthy practices to minimize potential exposure to COVID-19.
- Ensure that all children are always adhering to COVID-19 safety protocols.

### Planning, Preparation, and Meetings

- Share responsibility for daily classroom setup and cleanup with teaching staff.
- Check in with classroom teachers when entering a room to provide breaks to ensure continuity of expectations while the teacher leaves the room.
- Help prepare and set up snacks and meals when necessary.
- Prepare the classroom and gym environments to meet the changing needs of the children.

- Assure that classroom and storage areas are kept clean and organized.
- Follow Friendly House Risk Management Plan.
- Keep track of essential paperwork.
- Maintain accurate attendance rosters for students.
- Help Friendly House fulfill its community-building mission through interactions with students, families, staff, and the community.

### **Qualifications and Requirements**

- 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 childcare program in the care of school-age children. Applicants with a degree in Early Childhood Education (ECE), a related field or those in the process of obtaining an ECE or related degree will receive first consideration.
- Must pass Child Care Division Criminal History check.
- Must be 18 years of age or older.
- Must obtain a Food Handlers Card and First Aid/CPR Certifications within 60 days of employment (paid for by Friendly House).
- 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

**Application Instructions: Send resumé via email or mail**

**Email** (PDF preferred): hr@fhpx.org

**Mail:**

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

Reports To: Children's Programs Director

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

Travel Required: None

Date Posted: 10/7/2022

Posting Expires: Until filled