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## **After School Assistant 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 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 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.

### **Position Type**



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Regular, Part-time, 20 hours/week. \$18 per 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. 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.

## **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 and discounts on some programs and activities, including childcare, 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.



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## **Responsibilities and Duties**

### 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.
- Support program in various roles as 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 the required Friendly House all staff meetings and training sessions (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, families, school staff and co-workers.



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- 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, and information provided to you by a program director and/or program manager.
- Help to 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.

### **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.

**Send resume and cover letter to:** [hr@fhpdx.org](mailto:hr@fhpdx.org)

**Or by mail:**

Hiring Manager  
Friendly House Inc.



[www.fhpdx.org/jobs](http://www.fhpdx.org/jobs)

2617 NW Savier St.  
Portland, OR 97210

**Reports To:** Children's Programs Director

**Posting URL:** <https://www.fhpdx.org/jobs/>

**Travel Required:** None, unless assigned a support role that would require some light traveling to local stores for supplies.

**Date Posted:** **10/31/2022**

**Posting Expires:** Open until filled.