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## **Preschool 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 three major programs in Northwest Portland: the 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 Preschool Assistant Teacher position bring enthusiasm for helping children to learn and develop to their fullest potential within a preschool setting. In the Friendly House Preschool program, each Assistant Teacher is responsible for assisting a teacher with the management of their group. This is a 40-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 Preschool Program. This position will adhere to all childcare regulations and COVID-19 rules, procedures, and protocols.



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## **Position Type**

Non-Exempt, regular, full-time, 40 hours/week. \$22 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 businesses.



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## **Responsibilities and Duties**

### Plan and implement appropriate classroom curriculum

- Assist the teaching team to develop daily routines, curriculum, and an inclusive classroom environment.
- Collaborate with the teaching team to create, plan, and implement activities that are developmentally appropriate and inclusive of all children (anti-bias curriculum).
- Help set up learning centers in the classroom to facilitate implementation of the curriculum with support of the teaching team.
- Work with the teaching team to ensure the classroom and outdoor environments are adapted to meet the changing needs of the children.

### Classroom management

- Assist the teaching team to develop a classroom schedule and routines that are predictable for the students with flexibility to accommodate the individual needs of all children in the class.
- Engage students experiencing big emotions using Positive Behavioral Intervention and Supports strategies.
- Using current health guidance, strictly adhere to and model all health and safety practices including but not limited to handwashing, cleaning of space, and sanitation of materials.

### Individualization

- In collaboration with the lead teacher and families, assist with the establishment of individual goals for students, plan activities that are designed to support the goals created, and track the progress students are making.
- Work to help maintain a balance of child and adult-led activities that allow children to develop skills as outlined in their individual goals.



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### Involve families in the educational planning for their children

- Work in partnership with the teaching team to maintain working relationships with families through weekly written newsletters, family-teacher conferences (two times per year) and daily contact.
- Share progress toward individualized goals of children with the families through daily check-ins and family/teacher conferences.
- Assist families in gaining awareness of child development and positive approaches to guiding children.

### Coordination of services

- Participate in Preschool for All coaching meetings.
- Participate in preschool team meetings to discuss needs of students and individualized modifications to curriculum and preschool environments.
- Participate in multidisciplinary team meetings, as invited, to discuss concerns about children and families.
- Work closely with therapists and MECP (Multnomah Early Childhood Program) specialists to support students with special needs.

### Documentation and reporting

- Participate and complete as assigned ongoing assessments through consistent observations of children engaged in an assortment of activities with a variety of materials and people.
- Maintain accurate record keeping and report information as requested.

### Communication with preschool team and organization

- Meet weekly with preschool team, provide guidance on individual goals for students, weekly curriculum, and lesson plans.
- Work closely with the teaching team and Children's Programs Director on family and/or child concerns.
- Check and respond to email and voicemail daily.
- Establish rapport and professional relationships with other staff and programs.



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- **Ensure all ELD mandates related to COVID-19 are strictly followed**: see this [LINK](#) for details.

## Qualifications

- An associate's degree in Early Childhood Education (ECE) or Child Development preferred; **OR** related coursework that includes seven quarter college credits in ECE, Child Development, Elementary Education, or Special Education; and 1 year of experience teaching 3–5-year-old children in an early childhood education setting; and STEP 4 or higher on the Oregon Registry; or equivalent combination of education and experience.
- Must be registered in the Office of Childcare 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 all mandatory Office of Childcare video classes 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 early childhood education.
- Anti-bias curriculum and developmentally appropriate curricula for preschoolers.
- Social-emotional support curriculum (Positive Behavior Interventions and Supports or similar).
- Office of Childcare rules for preschool programs.
- Friendly House's mission, vision, and values.



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### Skills

- Excellent oral and written communication skills with adults and children.
- Talents or areas of expertise that can be shared through class curriculum.
- Good organizational and time management skills.

### Ability to:

- Assist the preschool teaching team's implementation of curriculum, observations, developmental assessments, and individualized skill development for students.
- Supervise children in an appropriate, positive manner.
- Actively participate in activities with preschool-aged children.
- Incorporate Friendly House mission, vision, and values into your work life.
- Work cooperatively with preschool and after school teams and 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 and cover letter to:** [hr@fhpdx.org](mailto:hr@fhpdx.org)

### **Or by mail:**

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



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**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:** 11.16.22

**Posting Expires:** Open until filled