



## Job Description

<b>Job Title:</b>	Children's Program Substitute Teacher	<b>Reports To:</b>	Director of Children's Programs
<b>Department/Group:</b>	Children's Programs	<b>Posting URL:</b>	<a href="http://www.friendlyhouseinc.org/jobs">www.friendlyhouseinc.org/jobs</a>
<b>Location:</b>	1737 NW 26 <sup>th</sup> Ave. Friendly House Brentano and Crawford Buildings, Chapman School, and Wallace Park	<b>Travel Required:</b>	None
<b>Pay/Pay Range:</b>	\$17.00 per hour	<b>Position Type:</b>	On call, part time
<b>Benefits:</b>	This is an on-call position, no benefits are included unless the applicant were to be hired for a regular position in the future.	<b>Job Conditions:</b>	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.
<b>Contact:</b>	Loretta Conopio, Hiring Lead	<b>Date Posted:</b>	2/8/21
<b>Will Train Applicant(s):</b>	Will train applicant(s) on Friendly House policies, program procedures, PBIS, and topics related to Children's Programs and childcare.	<b>Posting Expires:</b>	Open until filled
<b>Scope of the Position:</b>	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 is responsible (in partnership with other staff) for the management of their group. A typical work shift during the 2020-21 school year is Monday–Friday, 7:30am–4:00pm. This is a part-time, on-call position. Candidates who are hired will be on our substitute call list, and we will contact them to cover last-minute or planned absences 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 briefly oriented to the classroom, children, and schedule before each sub shift if it's their first time in that particular 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, with support, and then more independently as experience is gained. 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 regarding their availability. Substitute positions may become regular, scheduled positions as positions become available.		

**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 Team Lead for Children’s Programs**

**Email:**

Loretta Conopio, Hiring Lead  
loretta@fhpx.org  
Subject Line: Children’s Programs Substitute Teacher

**Mail:**

ATTN: Loretta Conopio, Hiring Lead  
Friendly House, Inc.  
2617 NW Savier St.  
Portland, OR 97210

**Essential Functions**

Child Interactions

- Substitute as classroom teacher when other staff are out sick or scheduled to be absent, in accordance with teacher job duties.
- 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 or independently.
- Model appropriate, cooperative behavior for children.
- Share responsibility with the teaching staff in monitoring the physical and mental health status of each child.
- Maintain appropriate staff to student ratios (15:1 or less) at all times.
- Model and teach children to maintain appropriate physical distancing and healthy practices to minimize potential exposure to COVID-19.
- Ensure that all children adhere to COVID-19 safety protocols at all times.

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 setup snacks & 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 Education Requirements

1. 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**
  - a. 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.
2. Must pass Child Care Division Criminal History check.
3. Must be 18 years of age or older.
4. Must obtain a Food Handlers Card, First Aid/CPR Certifications within 60 days of employment (paid for by Friendly House).
5. Must take a *Recognizing and Reporting Child Abuse and Neglect* class within 60 days of employment.
6. Physical requirements include the ability to:
  - a. routinely lift 50 pounds
  - b. bend, stoop, twist and sit on the floor with children
  - c. run after children

## Required Skills

7. Knowledge of:
  - a. general principles and best practices of elementary education
  - b. anti-bias curriculum and developmentally appropriate curricula for school-agers
  - c. social-emotional support curriculum (PBIS or similar)
  - d. Child Care Division (CCD) rules for school-age programs
  - e. Friendly House mission, vision and values
8. Skills:
  - a. excellent oral and written communication skills with adults and school age children
  - b. talents or areas of expertise that can be shared through clubs and group activities
  - c. good organizational skills
9. Ability to:
  - a. supervise children in an appropriate, positive manner
  - b. actively participate in activities with school-age students
  - c. incorporate Friendly House mission, vision and values into your work life
  - d. work cooperatively with Children’s Programs and all Friendly House staff members, understanding that each program supports the fulfillment of the mission
  - e. work independently with little supervision
  - f. maintain confidentiality
  - g. be culturally responsive

## 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.friendlyhouseinc.org](http://www.friendlyhouseinc.org)) to learn more.

Reviewed By:	dhupala	Date:	2/3/2021
Approved By:	mchamberlin	Date:	2/8/2021