



## Job Description

<b>Job Title:</b>	Preschool Co-Teacher	<b>Reports To:</b>	Director of Children's Programs
<b>Department/Group:</b>	Children's Programs - Preschool	<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. and 1725 NW 26 <sup>th</sup> Ave. (Friendly House Crawford and Brentano Buildings), Chapman School, and Wallace Park	<b>Travel Required:</b>	None, unless assigned a support role that would require some light traveling to local stores for supplies.
<b>Pay/Pay Range:</b>	\$17.00 per hour	<b>Position Type:</b>	Regular, full-time, 40 hours/week
<b>Benefits:</b>	Health and dental package valued at \$5,000/year and 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 activities are also provided.	<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>	2/2/21
<b>Will Train Applicant(s):</b>	Robust in-house and off-site training offerings available.	<b>Posting Expires:</b>	Open until filled.
<b>Scope of the Position:</b>	The Co-Head Teachers will work cooperatively to lead a Preschool class for 3–5-year-olds. In line with the values of Friendly House, the preschool is a diverse class with some families participating through scholarship and some families paying tuition according to our sliding scale. The Co-Head Teachers lead the class in all aspects which include but are not limited to curriculum development and implementation, student assessment, family communication, coordination of services, documentation, and strict adherence to COVID-19 health and safety guidelines, including modeling appropriate safety for students. The Co-Head Teachers are responsible for creating and maintaining a warm, child-centered, welcoming environment for students, families, and visitors. This is a full-time position, September through mid-June (40 hours per week). Summer hours may be 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.

**Resume & Cover Letter Accepted By: Hiring Lead**

Email: Loretta Conopio, Hiring Lead  
loretta@fhpd.org

Mail: ATTN: Loretta Conopio  
2617 NW Savier St.  
Portland, OR 97210

**Essential Functions**

*Plan and implement appropriate classroom curriculum*

- Work closely with Preschool teaching team to develop, plan, and implement activities that are developmentally appropriate and inclusive of all children (anti-bias curriculum).
- In collaboration with the other Co-Head Teacher, set up learning centers in the classroom to facilitate implementation of the curriculum.
- Ensure the classroom and outdoor environments are adapted to meet the changing needs of the children.
- Using state guidance, incorporate COVID-19 safety practices into daily curriculum.

*Classroom management*

- Interrupt aggressive or inappropriate behaviors using Positive Behavioral Intervention Strategies.
- Using state guidance, strictly adhere to and model all COVID-19 safety practices including but not limited to handwashing, social distancing as able, cleaning of space and materials, and use of masks.

*Individualization*

- Complete ongoing assessments by recording regular observations of children engaged in a variety of activities and with a variety of materials and people.

*Involve parents in educational planning*

- Establish working relationships with families through weekly written newsletters, parent-teacher conferences (three times per year) and daily contact.
- Assist parents in gaining awareness of child development and positive, effective parenting.

*Coordination of services*

- Coordinate services with Neighborhood House Head Start program, as needed.
- Participate in multidisciplinary team meetings, as invited, to discuss concerns about children and families.
- Work closely with therapists and MECP specialists to support students with special needs.

*Documentation and reporting*

- Maintain accurate record keeping and report information as requested.

*Communication with Preschool team and organization*

- Meet weekly with Preschool team.
- Work closely with Co-Head Teacher and Preschool Director on parent and/or child concerns.
- Check and respond to emails and voicemail daily.
- Establish rapport and professional relationships with other staff and programs.

*Ensure all ELD mandates related to COVID-19 are strictly followed*

- See this [LINK](#) for details

## Qualifications and Education Requirements

1. An Associate or Bachelor’s degree in Early Childhood Education (ECE) or Child Development; **OR** a related degree with coursework that includes 30 quarter/20 semester 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 8.5 or higher on the Oregon Registry or equivalent combination of education and experience.
2. Must pass Child Care Division Central Background Registry.
3. Must be 18 years of age or older.
4. Must obtain a Food Handlers Card, and First Aid/CPR Certifications within 60 days of employment.
5. Must take a *Recognizing and Reporting Child Abuse and Neglect* class within 60 days of employment.
6. Physical requirements include ability to:
  - a. routinely lift 50 pounds;
  - b. bend, stoop, twist and sit on the floor with children; and
  - c. run after children.

## Required Skills

Knowledge of:

- general principles and best practices of early childhood education
- anti-bias curriculum and developmentally appropriate curricula for preschoolers
- Social-emotional support curriculum (PBIS or similar)
- Childcare Division (CCD) rules for preschool programs
- Friendly House’s mission, vision and values

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 skills

Ability to:

- 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 programs support the fulfillment of the mission
- work independently with little supervision
- maintain confidentiality
- 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 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:	Mya Chamberlin	Date:	8.2.2020
Approved By:	Dan Hupala	Date:	8.2.2020