



Job Description

Job Title:	Temporary Children's Programs Floater Teacher	Reports To:	Director of Children's Programs
Department/Group:	Children's Programs	Posting URL:	www.friendlyhouseinc.org/jobs
Location:	1737 NW 26 th Ave. Friendly House Brentano and Crawford Buildings, Chapman School, and Wallace Park	Travel Required:	None
Pay/Pay Range:	\$17.00 per hour	Position Type:	Temporary, full-time, 40 hours/week, Position ends June 11 th , 2021
Benefits:	This is a temporary position, no benefits are included unless the applicant were to be hired for a regular position in the future.	Job Conditions:	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.
Contact:	Loretta Conopio, Hiring Lead	Date Posted:	2/2/21
Will Train Applicant(s):	Will Train Applicant(s) on Friendly House policies, program procedures, PBIS, and topics related to Children's Programs and childcare.	Posting Expires:	Open until filled
Scope of the Position:	Desirable candidates for the Temporary Children's Programs Floater Teacher position bring enthusiasm for helping children to learn and develop to their fullest potential within a childcare setting. In the Children's Program, the Floater is responsible (in partnership with other staff) for the management of their group. A typical work schedule during COVID-19 protocol for the 2020-21 school year is Monday–Friday, 7:30am–4:00pm. This position will not be assigned to a specific classroom. The Temporary Floater will be the substitute when other staff members are ill or scheduled to be out. The Floater will provide general program support and help facilitate breaks for other staff when all staff members are present. The Floater will implement developmentally appropriate activities with a team of teaching staff and ensure the enrichment, social development, health and safety of children in the program.		

Resume & Cover Letter Accepted By: Hiring Team Lead for Children's Programs

Email:

Loretta Conopio, Hiring Lead
loretta@fhpx.org
Subject Line: Children's Program Floater Teacher

Mail:

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

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.

Essential Functions

Child Interactions

- Substitute as classroom teacher when other staff or out sick or scheduled to be absent. (See “AS teacher job description”)
- Provide a safe, healthy environment for children in the 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 Teacher.
- Model appropriate, cooperative behavior for children.
- Support the other Teachers to sustain classroom systems that promote positive behavior and accountability.
- Become familiar with the routines of all Children’s Program classrooms. Work with classroom teacher to ensure that their routines and expectations are followed while they are on break.
- With teaching team, plan and implement weekly classroom curriculum that includes art, literacy, music, science, physical education and social skill-building.
- Maintain appropriate staff to student ratios (15:1 or less) at all times.
- Provide breaks for other staff.
- Prepare and distribute snacks to classrooms.
- Perform COVID-19 health checks for children being dropped off for care.
- Monitor the door for parents picking up their children.
- Collaborate with classroom teachers and Director of Children’s Programs before initiating formal communication with Chapman staff or parents.
- 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.
- Support teaching team as needed.

Planning, Preparation, and Meetings

- Attend required staff meetings.
- Check in with classroom teachers when entering a room to provide breaks to ensure continuity of expectations while the teacher leaves the room.
- 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 regularly and positively with children, parents, school staff and co-workers.
- Follow Friendly House Risk Management Plan.
- Keep track of essential paperwork.
- Maintain accurate attendance rosters for students.
- Actively participate in agency all-staff meetings and events.
- 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 child-care 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 After School and all Friendly House staff members, understanding that 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) to learn more.

Reviewed By:	dhupala	Date:	2/1/2021
Approved By:	mchamberlin	Date:	2/1/2021