



## Native American Youth and Family Center

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*The Mission of NAYA Family Center is "...to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education".*

### Position Description

<b>Position:</b>	<b>ECA Substitute Classroom Teacher</b>
<b>Department/Program:</b>	Early College Academy Department
<b>Compensation:</b>	Starts at \$150.00 daily or commensurate with experience
<b>Benefits:</b>	There are no benefits associated with this position
<b>Employment Status:</b>	Temporary (limited duration, not to exceed 1,000 hours), Part-Time, Non-Exempt
<b>Hours:</b>	General working hours are 8:30am – 5:30pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned; On-Call.
<b>Supervision:</b>	No supervisory requirements
<b>Reports To:</b>	ECA Principal
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	August 2014

#### Position Description:

The Early College Academy (ECA) Substitute Classroom Teacher is responsible for the instruction and supervision of students. The ECA Substitute Classroom Teacher functions in accordance with the established NAYA Family Center policies, rules, regulations and the performance standards and goals established for the teacher. The ECA Substitute Classroom Teacher works with individuals and in groups to accomplish the objectives of the program in a school that offers students and their families a supportive, culturally responsive learning environment and the opportunity for increased high school and college achievement. Substitute Teachers will be added to NAYA's list of available teachers to work On-Call.

#### Essential Functions:

- Instruction of ECA students, including:
  - Providing instruction, organization, and management in the classroom which fosters academic skill development, expands student knowledge, and develops students' ability to reason
  - Providing instruction to students at appropriate levels in the subject matter(s) for which the teacher is assigned in the locations and at the times designated
  - Creating educational experiences that provide each student the opportunity to develop his/her potential in the areas of personal-social adjustment, decision-making, positive self-image and other life skills
  - Following pre-established curriculum programs
- Maintenance and distribution of student records, including:
  - Evaluating students' academic progress and social growth
  - Using and maintaining information systems (such as online databases) to track progress on school performance objectives and academic excellence indicators, as necessary
  - Input data, and maintain NAYA and/or contractually required information database systems to track client information, as necessary

# NAYA Family Center | Position Description: **ECA Substitute Classroom Teacher**

- Facilitate communication and collaboration between students and key stakeholders, including:
  - Conferring with students, parents and staff to discuss educational activities, policies, and student behavioral or learning problems
  - Maintaining effective communication, family engagement, and collaboration with students, colleagues, NAYA Family Center staff and the community
- Supervision of students, including:
  - Providing guidance and fostering individual student growth and development
  - Helping to facilitate an effective progressive discipline and attendance system with high standards that is consistent with the philosophy, core values, and mission of the NAYA Family Center
  - Ensuring that students are adequately supervised during non-instructional periods (including before and after school)
  - Ensuring that school rules are uniformly observed by students
  - Assuming legal responsibility for the supervision of students on school property or in attendance at school-sponsored activities

## **Additional Duties:**

- Other duties as assigned by the ECA Principal
- Additional ECA Substitute Classroom Teacher Duties:
  - Developing lesson plans, creating instructional materials, and establishing performance goals in accordance with methods prescribed by department leadership, if necessary
  - Identifying the needs of a group of students, as well as individual students, and providing continuous assessment of their respective abilities as needed
  - Diagnosing, instructing, and evaluating specific student needs and seeking assistance of specialists as required
  - Assisting with providing quarterly student grade and behavior reports to parents, if necessary
  - Assisting with the posting of honor roll lists each quarter, if necessary
  - Facilitating teacher communication and helping to ensure conferences are conducted regularly with parents, if necessary
  - Conducting home visits to the parents or guardian at the beginning of school year and as needed throughout the school year, if necessary
  - Maintaining visibility with students, teachers, parents, community, NAYA Family Center staff and the NAYA Family Center Board
  - Assisting in establishing schedules and procedures for the supervision of students in non-classroom areas (including before and after school)
  - Contributing to the growth and development of the Early College Academy's mission, vision, and values
  - Assisting in the design and implementation of staff development efforts
  - Integrating new educationally sound research based practices into the classroom
- Additional NAYA Family Center Duties:
  - Understand and adhere to confidentiality
  - Coordinate wraparound services effectively with other NAYA Family Center programs and staff
  - Input data, and maintain NAYA and/or contractually required information database systems to track client information
    - Includes entering client data, assisting and/or preparing periodic reports
    - Database examples include but are not limited to: Efforts to Outcome (ETO), Counselor Max, SAGE Fund Accounting, Raisers Edge, etc.
  - Participate in trainings and/or meetings to ensure program outcomes are achieved
  - Represent NAYA with the utmost professionalism at community events and other public relations opportunities
  - Work as an active member of departmental team
  - Participate actively in cross-departmental team projects

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- Contribute to fostering a safe and secure environment for community members and staff

## **Qualifications:**

### Education & Training:

- Bachelor's Degree in Education and/or teaching content area required
- Master's Degree in Teaching, Education and/or teaching content area preferred
- Knowledge and understanding of the local educational system and environment, including the elements necessary for student success
- Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience required

### Certifications/Credentials:

- Certification (or ability to certify) and ability to maintain certification as a teacher in accordance with the requirements set forth in the Oregon Rules for Certification of Teachers, Specialists, and Administrators required
  - Non-certified teachers with significant and exceptional professional and cultural experience may be considered on a case-by-case basis
- Certification (or ability to certify) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR), 1<sup>st</sup> Aid and Automatic External Defibrillator (AED)

### Experience:

- Experience working within diverse populations (specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization) strongly preferred
- One (1) year or more of experience working as a classroom teacher preferred
- Experience working with college personnel and programs preferred
- Demonstrated professional record of improving student achievement
- Demonstrated ability in project management (planning, organizing, prioritizing work and follow-through)

### Skills:

- Ability to stay composed and exercise good judgment in stressful situations, such as dealing with distressed and/or demanding students
- Ability to connect with students in a manner that successfully motivates them to achieve better outcomes
- Ability to consistently apply sound decision-making procedures and a thorough analysis of the situation when solving problems
- Ability to be extremely flexible when managing changing priorities and schedules, without compromising quality of outcomes, ability to complete tasks, or uphold commitments
- Ability to meet multiple, sometimes conflicting deadlines or workload demands by applying strong organizational systems and efficiently managing time
- Ability to collaborate with others as an active and productive team member (including staff members, community volunteers, and students)
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Exceptional written communication skills, including preparing publications that are error-free, and applying highest standards of integrity to document composition
- Exceptional verbal communication skills, including persuasive oral communication, leading public presentations, and engaging in active listening
- Proficient computer skills including:
  - Web-based research
  - Word Processing
  - MS Excel
  - Database use
  - Email

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**Work Environment:** 90% office/classroom, 10% outside office including travel time.

**Physical Requirements:**

- Lifting a maximum of 30 pounds, sitting for extended periods of time.
- The employee may be required to sit for extended periods of time.
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Equipment Used:** Computer, phone, fax, copy machine.

**Safety Considerations:** Some travel may be required.

**Other Requirements:**

1. Valid Oregon or Washington State Driver License (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy)
2. Successful completion of a background investigation (including a fingerprint criminal history check; see [http://www.pps.k12.or.us/files/security-services/Disqualifying\\_convictions.pdf](http://www.pps.k12.or.us/files/security-services/Disqualifying_convictions.pdf) for more information)

**Application Procedures:**

Interested candidates should submit:

1. A Cover Letter addressing your qualifications for the position and why you are interested in joining the NAYA Family Center team
2. A current Resume
3. A completed NAYA Application for Employment Form
4. A Philosophy of Education statement addressing your approach to teaching and its underlying principles

Application forms and additional information about employment at NAYA Family Center can be found at <http://www.nayapdx.org/about/jobs>.

**Application Deadline:** Open until filled.

**Attention:** Incomplete applications will not be considered. Electronically submitted applications are preferred. Due to the sheer number applicants, only those applicants selected for an interview will be contacted. Please respect our no phone calls policy. This job description does not constitute an employment agreement and is subject to change by the employer due to changes in grants and funding sources.

**Please send application materials to:**  
Human Resources  
Native American Youth and Family Center  
5135 NE Columbia Boulevard  
Portland, OR 97218  
Fax: (503) 288-1260  
E-mail: [hr@nayapdx.org](mailto:hr@nayapdx.org)