



Native American Youth and Family Center

5135 NE Columbia Boulevard | Portland, Oregon 97218
P (503) 288-8177 | F (503) 288-1260 | www.nayapdx.org

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

Position:	EKT Classroom Instructor
Department/Program:	YES
Compensation:	\$30.00/hourly
Benefits:	There are no benefits associated with this position
Employment Status:	Temporary (limited duration, not to exceed 1,000 hours)/Part-Time, Non-Exempt
Hours:	General working hours are 8am-1pm, Monday through Thursday during program, or 20 hours per week during program. Program dates are first three weeks of August. Trainings and planning hours prior to these dates are also required. Planning hours are flexible and can be negotiated with the SUN Site Manger. Planning hours are not to exceed 20 hours total unless otherwise instructed by the site manager.
Supervision:	No supervisory requirements
Reports To:	SUN Site Manager
Job Location:	Portland, OR
Created/Revised:	June 2017; Revised 06/13/2018

Position Description:

The EKT Classroom instructor is responsible for facilitating the EKT Child Classroom in compliance with the county guidelines and Centennial School District Policies. Children participating in EKT often have no prior school experience. In addition to literacy and math instruction, activities designed to help children transition into school are expected. Strategies and curriculum are covered in the EKT instructor training through Multnomah County.

Essential Functions:

- Arrive at work on time and be prepared to instruct by the program start time
- Create a classroom space conducive to learning and transitioning kids into kindergarten
- Plan and implement curriculum in accordance with the Multnomah County program model provided in training
- Build relationships with future school students and families
- Work collaboratively with the Parent Educator, Educational Assistant, Childcare Providers and other program staff
- Adhere to county wellness guidelines
- Submit program attendance to SUN Site Manager at the conclusion of program
- Communicate with building principal and program staff regarding challenges with students
- Carry a positive, friendly and welcoming disposition at all times representing NAYA and SUN

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- Additional NAYA Family Center Duties:
 - Understand and adhere to confidentiality
 - Coordinate wraparound services effectively with other NAYA Family Center programs and staff
 - 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
 - Contribute to fostering a safe and secure environment for community members and staff

Qualifications:

Education & Training:

- Licensed to teach kindergarten in the State of Oregon
- Must be a teacher at the school where program is offered
- 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:

- Oregon Teaching License
- First Aid, CPR Certification

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
- Demonstrated ability to perform essential duties outlined above in a quality manner

Skills:

- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Communication skills, active listening, verbal and written, including public presentation skills
- Proficient computer skills including:
 - Web-based research
 - Word Processing
 - MS Excel
 - Database use
 - Email

Work Environment:

90% office/classroom, 10% outside office including travel time.

Physical Requirements:

- The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.
- The employee may be required to sit for extended periods of time.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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Equipment Used:

Computer, phone, fax, copy machine.

Safety Considerations:

Some travel may be required.

Other Requirements:

1. Valid Oregon or Washington State Driver License
2. Successful completion of a background investigation

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

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:

Attn: Human Resources
Native American Youth and Family Center
5135 NE Columbia Boulevard
Portland, OR 97218
Fax: (503) 288-1260
E-mail: hr@nayapdx.org