



Native American Youth and Family Center

5135 NE Columbia Blvd, Portland, OR 97218 | p 503.288.8177 | f 503.288.1260 | 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:	Many Nations Academy Classroom Instructor (High School Science)
Department/Program:	Many Nations Academy
Compensation:	Starts at \$52,000-\$55,000 Annually
Benefits:	Nations Academy employees accrue paid Sick Leave at a rate of 4 hours per (semi-monthly) pay period (excluding pay periods that do not include actual working days; refer to the applicable school year calendar for more information). NAYA recognizes several paid holidays per calendar year. NAYA also provides medical, dental, and vision insurance, a Flexible Spending Account, Life Insurance, and a 401K retirement plan after 3 months of employment.
Employment Status:	Regular, Full-Time. Exempt
Hours:	General working hours are 8:30am – 5:00pm; evenings and occasional weekends, as assigned.
Supervision:	No supervisory requirements
Reports To:	Many Nations Academy Principal
Job Location:	Portland, OR
Created/Revised:	June 2025

Position Description:

The Many Nations Academy (MNA) Classroom Teacher is responsible for the instruction and supervision of students. The MNA 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 MNA 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 post-secondary achievement.

Essential Functions:

- Provide instruction, organization, and management in the classroom that fosters academic skill development, expands student knowledge, and develops students’ ability to reason
- Create educational experiences that provide each student the opportunity to develop their potential in personal-social adjustment, decision-making, positive self-image, and other life skills
- Follow pre-established curriculum programs, develop lesson plans, create instructional materials, and establish performance goals in accordance with prescribed methods and state benchmarks and standards, including designing and implementing engaging laboratory experiments and scientific investigations
- Evaluate students’ academic progress and social growth, and provide quarterly student grade and behavior reports to parents
- Maintain effective communication, family engagement, and collaboration with students, colleagues, NAYA Family Center staff, and the community

- **Additional Duties Additional MNA Classroom Teacher Duties:**
 - Contribute to the growth and development of the Many Nations Academy's mission, vision, and values
 - Assist in the design and implementation of staff development efforts
 - Integrate new educationally sound research-based practices into the classroom, particularly those relevant to science education and inquiry-based learning
 - Continuously evaluate lesson plans and classes to encourage the use of a variety of instructional strategies and materials consistent with research on learning, child growth, and development, with an emphasis on Native American communities
 - Participate in the assessment and planning of curriculum development and other programs to meet the needs of the Many Nations Academy
- **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
 - Participate actively in cross-departmental team projects
 - Contribute to fostering a safe and secure environment for community members and staff
 - Lead or co-lead at least one student club or extracurricular activity per academic year, or lead a significant school-wide initiative as assigned by the MNA Principal.

Qualifications:

Education & Training:

- Bachelor's Degree in Education and/or **Science teaching content area (e.g., Biology, Chemistry, Physics)** required.
- Master's Degree in Teaching, Education and/or **Science 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 **high school science** 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), 1st 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 high school science 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).
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NAYA Family Center | Position Description: **MNA Science Teacher**

Skills:

- Proficient computer skills including:
 - Web-based research
 - Word Processing,
 - Microsoft Suite, including Outlook
 - Google Suite
 - Canva
 - Other relevant digital curriculum platforms as required by the department.

Work Environment: 95% office/classroom, 5% 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.*

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

Safety Considerations: Some travel may be required.

Other Requirements:

1. Valid Oregon or Washington State Driver License or must be able to obtain one upon hire (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy which requires an Oregon or Washington driver's license)
2. Successful completion of a background investigation (including a fingerprint criminal history check; see [here](#) for more information)
3. Successful completion of a DHS Background Check Unit

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

Note: Candidates selected for a job offer will be asked to complete a NAYA application, if they haven't already

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.

NAYA Family Center | Position Description: **MNA Science Teacher**

Please submit application materials via the links on our website or 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: jobs@nayapdx.org