Job Description

Title: Language Immersion Teacher
Department: Summer Camp
Reports to: Summer Camp Director
Status: Exempt (salary)
Wage: Returning Teacher 5+ yrs at TIS Summer Camp: $1,764.00  Returning Teacher: $1,730.00 per 2-week session
New Teacher: $1,520.00 per 2-week session
Dates of Camp: June 24-August 2, 2019, with two (2) required orientations prior to the start of camp. Orientation date and time released by March 2019

General Summary
A full-time seasonal position reporting to the Summer Camp Director, Language Immersion Teachers are at the heart of this engaging and dynamic summer camp. Teachers lead groups of 6-18 campers in explorations of language and culture in Spanish, Chinese, or Japanese. Duties and responsibilities include but are not limited to planning and implementing curriculum, as related to session themes; managing classroom behavior and creating a safe, welcoming, child-friendly environment; managing and directing teacher’s aide and floating aides; ensuring that children are supervised 100% of the time they are at camp; communicating with parents, camp director, and other staff.

Essential Functions
Teaching Curriculum & Classroom Environment
● Plan and lead camp activities in accordance with the curriculum guidelines set by The International School Summer Camp Program
● Provide a fun, engaging and educational language immersion environment
● Assume responsibility for knowing the location of all students under his/her charge during the periods in which he/she is assigned to provide care and/or instruction
● Provide a safe environment for all students under his/her charge and notify the Summer Camp Director or Head of School when unsafe conditions exist
● Work with students to prepare a brief presentation for each end-of-session celebration

Communication with Staff & Families
● Responsible for reading or responding to emails within 48 hours
● Responsible for checking email account, ensuring that the computer is not used when students are in the classroom unless it is used for instructional purposes
● Follow substitute procedures as outlined by Summer Camp Director
● Oversee the work of any Teacher Assistant or volunteer assigned to his/her camp group
● Communicate with Teacher Assistants, Volunteers, and Floating Aides in regards to student needs and other relevant information (e.g. notification of allergies, authorized pick up people, etc).
● Communicate with campers’ families at the beginning and end of the camp day in regards to camp activities and camper progress and/or behavior
● Write a weekly “camp update” and submit it to the camp director weekly during Summer Camp

Safety & Supervision
● Transport students to and from Specialist classes in a safe and orderly fashion
● Monitor students during special campus activities (cultural performances, field days) and recesses and address any behavior or other camper issues that arise
● Chaperone and monitor students during off-campus trips to ensure their safety and good behavior.
● Perform recess duty by actively monitoring students at all times according to safety policies and recess rules
● Understand, follow and implement the rules and regulations of the Oregon Office of Child Care pertaining to the level of students under the Teacher’s charge. Provide care and instruction in compliance with those rules and regulations
● Communicate any extreme or repeated behavioral or other camper issues to the Summer Camp Director

Paperwork & Schedule
Updated January 2019
Follow the camp schedule provided, report any scheduling problems to the Summer Camp Director in a timely fashion
Submit detailed lesson plans and supply requests by the stated deadlines
Be knowledgeable about your class’s daily schedule; keep campers apprised of schedule

Other
Report for work on a schedule outlined by Summer Camp Director – report any lateness or absences to Summer Camp Director
Become familiar with the rules and regulations of The International School’s Summer Camp Program as outlined in the Summer Camp Handbook and work in compliance with those rules and regulations
Conduct himself or herself at all times in an appropriate and professional manner
Attend all required summer camp orientations and meetings
Report to the Summer Camp Director and Head of School and carry out occasional additional duties as assigned by the Summer Camp Director or Head of School

Knowledge, Skills and Abilities
Passionate about working with children and the mission and values of the school and camp
Excellent planning and classroom management skills
Attentive to details of daily schedules, children’s needs, and paperwork requirements
Self-starter, hard worker
Creative, friendly, and welcoming with children and families
Good, pro-active communicator
Ability to communicate effectively with a diverse pool of personalities

Working Conditions/Physical Requirements:
Capable of quickly traveling to multiple locations on school campus including up and down hills, lifting or otherwise carrying 40 pounds, traveling up/down flights of stairs, standing and sitting for long durations, typing for continuous hours on a computer keyboard, and reading
Able to stand physical demands of working with young children – sitting on the floor, bending over, etc.

Required Qualifications
Bachelor’s degree
At least one year of teaching experience in the target language with children in grades pre-K to 5th
Fluent in written and spoken target language (Spanish, Japanese, or Chinese)
Proficient in written and spoken English

Preferred Qualifications
At least one year of teaching experience in a summer camp
Teaching certificate
Bilingual: Communicate fluently in written and spoken English and any of the languages taught at the school: Spanish, Japanese or Chinese.
Comfortable in an international community with experience living and/or traveling overseas and studying other languages.

Training Requirement (may be acquired after hire)
Enrollment in the Oregon Office of Child Care Central Background Registry
Current Food Handler’s Card
Current certification in CPR/First Aid
Completion of the Introduction to Child Care Health and Safety (ICCHS) course offered through the Oregon Office of Child Care
Completion of Recognizing and Reporting Child Abuse and Neglect (RRCAN) or similar course within the state of Oregon

How to Apply
2. Then, apply online: https://internationalschool.tedk12.com/hire/index.aspx

Updated January 2019
Employment is contingent on successful completion of the Oregon Early Learning Division Office of Child Background Check [https://ssl7.emp.state.or.us/ccd/]**

Updated January 2019