Job Description

Title: Specialist Teacher  
Department: Summer Camp  
Reports to: Summer Camp Director  
Status: Non-exempt (hourly)  
Wage: Starting at $20.50/hour  
Dates of Camp: June 24-August 2, 2019, with one (1) required orientation prior to the start of camp. Orientation date and time released by March 2019

General Summary
A part-time seasonal position reporting to the Summer Camp Director, Specialist Teachers provide fun, active additions to this dynamic summer camp. Duties and responsibilities include but are not limited to planning and implementing curriculum and submitting lesson plans; teaching specialist classes; supervising children and ensuring their safety; and communicating with Camp Director and other camp staff.

Essential Functions
Curriculum Planning & Teaching
- Plan and lead specialist class activities in accordance with the guidelines set by The International School Summer Camp Program
- Provide a fun, engaging and educational environment
- Supervise and manage the safety of all children while they attend specialist classes
- Responsible for maintaining an organized, safe and clean learning environment
- Submit detailed lesson plans and supply requests by the stated deadlines

Supervising Campers
- 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
- Understand, follow and implement the rules and regulations of the Oregon Office of Child Care pertaining to the level of students under the Specialist Teacher’s charge. Provide care and instruction in compliance with those rules and regulations

Communicating with Staff
- 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
- Communicate with Teachers, Teacher Assistants, Volunteers, and Floating Aides in regards to student needs and other relevant information (e.g. injuries, camper behavior, early pickups, etc).
- Follow the camp schedule provided, report any scheduling problems to the Summer Camp Director in a timely fashion
- Follow substitute procedures as outlined by the Summer Camp Director
- Communicate any extreme or repeated behavioral or other camper issues to the Summer Camp Director

Other
- Work hours outlined by camp director and report any absences or lateness to the 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

Updated January 2019
Report to the TIS Summer Camp Director and TIS 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
- Knowledgeable and capable in the area they teach
- 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.

Required Qualifications
- Teaching Certification for specialty subject or equivalent experience
- 1-3 years of experience working with PreK – 5th grade children, preferably in a summer camp or school setting
- 1-3 years experience teaching
- Proficient in written and spoken English

Preferred Qualifications
- 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 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

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 information on a computer screen.
- Ability to handle the physical demands of working with children ages three through twelve

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

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