The International School's
Language Immersion Summer Camp 2019

Job Description

Title: Teacher’s Aide
Department: Summer Camp
Reports to: Summer Camp Director
Status: Non-exempt (hourly)
Wage: $15.00/hour (returning staff) or $13.25/hour (new staff)
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 full-time seasonal position reporting to the Summer Camp Director, the Teacher’s Aide works as a member of a classroom team consisting of the language immersion teacher, teacher’s aide, and floating aide. The Teacher’s Aide is an integral part of the campers’ day and the teacher’s success. Duties and responsibilities include but are not limited to supervising campers in the classroom, on the playground, on field trips, and with specialist teachers; communicating with families and camp director; assisting with special events; and supporting the teacher by enforcing class rules, helping distribute materials, and assisting with teaching, when appropriate.

Essential Functions

Camper Drop-off and Pick-up
- Arrive on time and be ready to work according to assigned daily schedule to include early drop-off and pick-up duties
- Follow drop-off and pick-up procedures accurately and in a timely manner
- Be at check-in location on time for drop-off duty and have location set up with check-in log
- Accurately record check-in times for students arriving at early drop-off
- Ensure student is delivered to their classroom in a timely manner
- Ensure students are monitored at all times during drop-off and pick-up
- Deliver completed check-in log to designated location in a timely manner
- Ensure that students are delivered to their parent or authorized pick up person 100% of the time during pick-up. Check ID of all adults picking up throughout the day and confirm that they are on the authorized pick-up list.
- When pick-up is complete, return to classroom to finish duties according to daily schedule

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
- Assist Specialist Teachers in monitoring students during specialist classes
- Chaperone and monitor students during off-campus trips to ensure their safety and appropriate 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 Assistant’s charge. Provide care and instruction in compliance with those rules and regulations

Supporting Classroom Teacher & Floating Aides
- Provide a fun, engaging and educational environment in collaboration with the Summer Camp Teacher.
- Responsible for maintaining an organized, safe and clean classroom environment
- Support the Teacher with all camp activities, camper needs, and daily routine
- Communicate with Teachers, Volunteers, and Floating Aides in regards to student needs and other relevant information

Communicating with Families & Camp Director
- Responsible for reading or responding to emails within 48 hours

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• 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
• Assist the Teacher in communicating with campers’ families at the beginning and end of the camp day in regards to camp activities and camper progress and/or behavior
• Follow the camp schedule provided, report any scheduling problems to the Summer Camp Director in a timely fashion
• Follow substitute procedures as outlined by Summer Camp Director
• Monitor students during recess and address any behavior or other camper issues that arise
• Communicate any extreme or repeated behavioral or other camper issues to the Summer Camp Director

Special Events
• Assist with set-up and take-down of camp events and activities
• Monitor students during special events
• Communicate with parents about special events

Other
• Work schedule provided by camp director and communicate any absences or lateness to 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 TIS Summer Camp Director and TIS Head of School and carry out occasional additional duties as assigned by the Summer Camp Director and Head of School

Working Conditions/Physical Requirements:
• During peak activity periods, this position may be requested to work in excess of 8 hours per day and/or 40 hours per week.
• 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

Required Qualifications
• At least 1 year of experience working with groups of children in a class, summer camp, or child care setting
• Proficient to fluent in spoken and written English
• Fluent in Chinese, Japanese, or Spanish

Preferred Qualifications
• Bachelor's Degree and/or Teaching Certification
• 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

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