



NORTHWEST
ACADEMY

After School Specialist

Position Title: After School Specialist (Temporary Faculty position)
Department: Instructional Staff
Reports To: Division Director (High School and/or Middle School)
FTE: 1 – 2 days/week (2 to 4 hours); non-exempt Temporary Faculty

POSITION SUMMARY:

After School Specialists teach one to two days per week during the school's Arts After Hours programming. Classes run 4:00 – 5:45PM and meet Mondays through Fridays. Arts After Hours classes provide students opportunities in an artistic disciplines they otherwise cannot access during our daytime schedule, as well as opportunities for enrichment in disciplines they already have experience in.

RESPONSIBILITIES:

- Teach classes as assigned, providing effective and professional classroom instruction, assessment, and management;
- Design and implement curriculum and instruction consistent with the mission, values, and standards established with the department's program;
- Collaborate with colleagues on curriculum development and on enhancing instructional practices and strategies;
- Establish effective communications and relationships with students and parents;
- Actively participate in the school community and culture;
- Help to maintain school policies, regulations, and expectations;
- Develop and maintain professional, collaborative, and collegial relationships with faculty and staff, as well as with community partners to the benefit of students and classes;
- Support the work of the Head of School and administrative/leadership team;
- Exhibit a growth mindset about teaching practices and work toward professional goals and development;
- Participate in required non-classroom activities, including special activity and performance events;
- Provide effective supervision of students to promote a safe and healthy environment and school experience;
- Timely and professional completion of required reports and forms; and
- Fulfill other responsibilities as assigned respective to faculty member's courses or academic department.

QUALIFICATIONS:

- Earned degree in artistic discipline or equivalent experience and proficiency;
- Demonstrated success as an arts teacher;
- Demonstrated passion for and success working with young adolescent and adolescent students;
- Excellent verbal, written, and digital communication skills; ability to effectively communicate and work as a team with administrators, faculty, staff, parents, and students;
- Proficiency in a Mac environment, as well as with Google Drive, Google Docs and Apps, word processing, database, electronic grading software, and other classroom and teaching technologies, including audio/visual equipment;
- The ability to create an effective professional environment and interact effectively with people from different cultures and experiences; ability to lead and work with cross-cultural environments;
- An awareness about difference and how it can expand practices and success; and
- An ability to learn from and build on varying cultural and community norms of staff, students, and families;

SUPERVISORY RESPONSIBILITIES:

Faculty members are at all times responsible for the supervision of students in their care during classes and for students generally at all times when on campus or off campus during school activities.

WORKING CONDITIONS:

This is a 10-month faculty position that follows an academic year. After School Specialists are expected to be on-campus or actively involved in the school community during their scheduled classes.

PHYSICAL DEMANDS:

Physical requirements are consistent with light physical duties required of teachers generally. The school is spread out across five buildings covering multiple blocks in downtown Portland, so teachers may have to move between buildings during five-minute passing periods or to attend meetings around campus. The school does not provide parking for all staff members, so metered street or lot parking might be required.

Northwest Academy is an equal opportunity employer and is committed to welcoming and celebrating a diverse student and faculty population. We believe every employee has the right to work in an environment free from all forms of unlawful discrimination. It is the policy of the school that employment decisions for all applicants and employees will be made without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, genetic information, marital status, veteran status, disability or other characteristics protected under local, state or federal law. No employee will be retaliated against for raising concerns under this policy. We seek each employee's contribution and assistance in helping us maintain equal employment opportunity.