



Pilas Family Literacy Program - Cottage Grove

Position: Administrative Assistant / Floating Assistant Teacher (in-person)

Position Type: Seasonal

Location: Harrison Elementary School, Cottage Grove, Oregon

Schedule: Tues & Thurs, 5:00-8:15 pm, + staff meetings

Start Date: March 25, 2021

End Date: June 15, 2021

Hourly Rate: \$18/hour

Closing Date: March 12, 2021, or until filled

Downtown Languages, in partnership with Centro Latino Americano, South Lane School District, and Lane Community College, is seeking an Administrative Assistant / Floating Assistant Teacher to support day-to-day operations and classrooms in the Pilas Family Literacy program in Cottage Grove.

The Pilas Family Literacy program is an 11-week evening program for families that provides ESL classes to adults, PreK and academic support for children in grades K-8, childcare, family learning activities, and celebrations of participating families' cultures. While established in other regional school districts, this is the first time the program is being offered in Cottage Grove. The program is typically operated twice during the academic year.

This program will serve families who speak Mam and Spanish as their primary language and require an individual with multicultural experience and sensitivity. It will be an in-person position with strict adherence to all COVID-19 protocols as detailed by the Oregon Department of Education.

Job Description

The Administrative Assistant / Floating Assistant Teacher will support the onsite coordinator and all lead teachers in children's classes.

Primary responsibilities are to:

- Arrive and set up site ahead of other staff and students
- Take attendance
- Make follow-up phone calls to participating families
- Assist teachers with instructional and administrative needs nightly
- Clean up site at the end of each evening
- Create instructional videos for take-home family activities

Secondary responsibilities are to:

- Lead and assist with select family activities
- Help maintain community partnerships by keeping shared areas clean and tidy
- Participate in all staff meetings
- Perform all other duties as requested

Requirements

- Proficient in two of these languages: Spanish, English, Mam
- Computer skills: intermediate level, Google Drive sheets (basic tasks)
- Organized and detailed-oriented
- Ability to pass a background check
- Ability to lift 25 pounds
- Classroom experience or past experience working with children
- Must have reliable transportation

To apply, please send a resume, letter of interest, and three professional references to Nicole Smith, Educational and Volunteer Coordinator. nicole@downtownlanguages.org

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