Job Title: Middle School Reading Specialist / Literacy Teacher

Schedule: Part-time or Full-time / 198-day contract for SY23-24
Salary Range: Commensurate on experience, plus health, dental, and vision benefits; disability coverage; and life insurance and retirement savings options.
Starting Date: August 22, 2023
Reports to: Principal

Organization Summary:
St. Andrew Nativity School is a tuition-free Jesuit, Catholic middle school serving young people of all faiths from low-income backgrounds and empowering them in their spiritual, intellectual, and personal development toward college and career readiness and becoming people for others.

Our engaged, energetic faculty is committed to helping students be successful academically and in life. Our school is a special place where faculty and staff get to know each student and his/her family personally. With small class sizes, teachers are able to personalize instruction and build relationships. Our faculty and staff work as a team with cross curricular planning, field trips, and programming aimed at expanding students’ horizons.

St. Andrew Nativity School is seeking talented people from diverse backgrounds and experiences to join our school community. Individuals of color and those able to speak Spanish are especially encouraged to apply. Visit our website at www.nativityportland.org for more information about our school.

Position Summary:
The Reading Specialist / Literacy Teacher is a full-time or part-time teacher delivering appropriate curricula and supports to classes of sixth, seventh, and eighth grade students. Class size does not exceed 16 students. The Reading / Literacy Teacher develops supportive relationships with students and designs curricula and learning experiences that engage students in skills development, reflection on experience, and content mastery. The Reading/Literacy Teacher will assist with establishing school-wide and individual reading goals. The Teacher will provide interventions to students and work with teachers to implement additional supports as needed. The Teacher may also take on other duties as assigned by the principal, such as weekly office hours and study hall supervision.

Nature and Scope of Responsibilities:
The Teacher:
- Teaches up to six 50-minute periods and has 1 prep period per day of instruction, 8:10am-3:25pm, or scaled to fit part-time position;
- Generally, onsite 7:45am-3:45pm, to attend morning assembly/prayer and support transition to extended day;
- Is available to students after the school day for an additional 30 minutes, 1 day per week;
- Assists with study hall supervision and student dismissal once a week as scheduled with the Principal;
- Assists students to improve their literacy skills;
- Conduct individual student reading assessments to evaluate reading level and design targeted interventions;
- Plan and prepare a variety of learning activities considering individual student’s culture, learning styles, special needs, and socio-economic background;
- Develop or select instructional activities which foster active involvement in the learning process;
- Collaborates with teachers to promote the learning and implementation of best practices in literacy instruction;
Is available to students after the school day for an additional 30 minutes, 1 day per week;
Assists with study hall supervision and student dismissal once a week as scheduled with the Principal;
Demonstrates evidence of prior planning and preparation, presenting classes clearly and effectively and re-teaching as needed to support student learning;
Evaluates student progress effectively, maintains students’ records consistently and accurately, and communicates student progress in a timely manner;
Communicates regularly with student parent(s) or caregiver to share academic and/or behavioral progress, successes, and challenges;
Maintains an atmosphere conducive to learning through a predictable and healthy physical environment; effective classroom routines and discipline practices; and respectful, fair, and professional interactions with students;

As a St. Andrew Nativity School employee, the Teacher:
• Supports and furthers the mission of Jesuit, Catholic education and the school;
• Possesses and demonstrates an openness to the Jesuit tradition of which St. Andrew Nativity School is a part and a willingness to continue growing in Jesuit formation;
• Gives evidence of Ignatian formation, an attitude of service, a sense of mercy and justice in dealing fairly with students and parents, and a spirit of reconciliation when participating in problem situations affecting the community;
• Respects the cultural and socioeconomic diversity of the school and actively works to reduce biases / stereotyping;
• Collaborates with principal, counselor, student support coordinator, teachers, and families to address student needs;
• Attends weekly staff meeting and other professional development activities offered, or as requested by supervisor;
• Performs public relations and other duties as assigned, particularly student supervision and development efforts necessary to maintain a tuition-free school exclusively for low-income students;
• Reports any knowledge or suspicion of child abuse as required by law;
• Demonstrates a sense of professional responsibility and maintains a reasonable record of attendance and punctuality.

Qualifications
• Certified Licensed Educator or Bachelor’s Degree in a related field required
• Appropriate graduate degree preferred
• Demonstrated experience working with culturally diverse families and communities, or demonstrated commitment to strengthening engagement of a diverse community.
• Knowledge of best instructional and assessment practices in area of teaching.
• Possesses knowledge of effective behavior management methods.
• Flexibility in filling the gaps at a small school
• Ability to motivate and work with middle school students
• Ability to work with and respond to students and parents from diverse backgrounds and a variety of family situations
• Ability to work with colleagues and to communicate effectively (both verbally and in writing) with school personnel
• Ability to work proactively and positively with individuals and groups
• Ability to maintain the confidentiality of sensitive and confidential information

Essential Physical Requirements:
Moderate degree of physical stamina, with occasional lifting of up to 10 pounds. Frequent standing, walking, sitting, and bending. Exposure to noise and activity of a school setting. Exposure to outdoor weather conditions.

**Criminal Background check**
Per school policy all offers of employment shall be contingent upon the successful passing of a criminal background check.

**How to Apply:**
Address your cover letter, resumé, and three professional references to Carolyn Becic, President. Materials should be sent to Grace Lane: glane@nativityportland.org. No phone calls, please. References should include name, professional relationship to you, phone number, and email. Position open until filled.