

**St. Andrew Nativity School**  
**Job Posting**

**Job Title: Family Partnership Coordinator and Part-Time Specials Teacher**

Schedule: Full time/ 40 hours per week / 11 months per year

Salary Range: Salary commensurate with experience, plus health, dental, and vision benefits; disability coverage; life insurance and retirement savings options

Starting Date: August 2020 (Exact date to be determined by Principal)

Reports to: Principal

**Organization Summary:**

St. Andrew Nativity School is a tuition-free Catholic, Jesuit 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.

Visit our website at [www.nativityportland.org](http://www.nativityportland.org) for more information about our school.

**Position Summary:**

The Family Partnership Coordinator provides leadership and training for our families and serves as our key liaison between the school, families, and community partners. The Coordinator also serves as a part-time specials teacher to sixth, seventh, and eighth grade students; summer programming coordinator; and collaborator in the effective operation of a Catholic education program by supporting the goals and spirit of Catholic education in general and the school programs in particular. Part-time teaching subject matter will depend on Coordinator's expertise and experience.

**Nature and Scope of Responsibilities:**

As the FAMILY PARTNERSHIP COORDINATOR...

*About 30 hours per week*

- Facilitates parent and family participation in all aspects of school community including: academics, athletics, development/ fundraising, faith formation, Christian service, and graduate support
  - Coordinates family engagement activities (i.e., workshops, monthly grade-level family meetings, volunteer opportunities, cultural heritage celebrations, incoming families' orientation, etc.) that promote functioning and lasting relationships within the school community
  - Coordinates and/or serves as an interpreter and translates documents as needed
  - Provides assistance with parent and family advocacy in student/school related matters
  - Leads the school in fostering a family-friendly school climate

- Establishes and supports a Parent Advisory Council
- Works with community partners to identify appropriate resources and shares these resources across the school community
- Maintains files and documents related to family and community partnerships and responds to inquiries
- Coordinates a 3-week summer program for rising 7<sup>th</sup> and 8<sup>th</sup> graders

As a SPECIALS TEACHER...

*About 10 hours per week*

- Teaches 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders each 1-2 times per week. Subject matter will depend on school needs and match teacher's experience and expertise.
- Demonstrates evidence of prior planning and preparation, presenting classes clearly and effectively and re-teaching as needed
- Evaluates student progress effectively, maintains students' records consistently and accurately, and communicates student progress in a timely manner
- 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
- Assists with extended day programming and supervision

As a ST. ANDREW NATIVITY EMPLOYEE...

- Supports and furthers the mission of Catholic Jesuit 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 lived Gospel values, 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**

- Possess appropriate educational experience
- Preferred but not required Bilingual Language Skills – proficiency in English and Spanish
- Flexibility in filling the gaps at a small school
- Ability to work flexible hours in order to attend, participate and coordinate various afterschool, evening and weekend family and community events
- Accurate use of a computer word processing program, as well as office machines and audio-visual equipment as needed
- 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 plan and organize materials and events
- Ability to maintain the confidentiality of sensitive and confidential information
- Practicing Catholic with knowledge of Jesuit spirituality a plus
- Ability to drive students in the school's activity bus preferred

### **Essential Physical Requirements:**

Moderate degree of physical stamina, with occasional lifting of up to 10 pounds. Ability to move freely to various locations within the classroom and other supervisory settings. Frequent standing, walking, sitting, and bending. Exposure to noise and activity of a school setting. Exposure to outdoor weather conditions.

Multi-Cultural candidate preferred. Bi-Lingual candidate preferred.

### **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:**

Send your cover letter, resumé, and three professional references to Lizzie Petticrew, principal: [Lpetticrew@nativityportland.org](mailto:Lpetticrew@nativityportland.org). No phone calls, please. References include name, professional relation to you, phone number, email. Position open until filled.