

Job Description: German Immersion Preschool Teacher's Assistant
Portland Kinderschule
2195 SW Vermont St., Portland, OR 97219
www.portlandkinderschule.com

Portland Kinderschule is a German immersion cooperative preschool for children ages 3 to 5. It is organized and administered by the parent membership and operated under the direction of qualified teachers. Portland Kinderschule promotes German language ability, diversity and cultural awareness with the goal of creating confident, happy, bilingual children prepared for kindergarten.

Key Responsibilities:

- Assist teachers with German instruction in the preschool. School hours are Monday through Friday, 9 am to 1 pm from late August through mid June. Work hours are 9-1 two days per week and pay is hourly.
- Support the curriculum and students' German language development and encourage its use.
- Help model songs, movement, finger rhymes and behavior during circle time.
- Give students individualized attention during craft and play time.
- Assist in preparation and running of four event performances per year.
- Attend Parent-Helper Orientation and assist teachers as needed.
- Fulfill at least 6 hours per year in continuing education (PCPO and language instruction).
- Fill in as substitute teacher if needed. In that case, the work day would be 8:30-1:30.

Qualifications:

- Native or near-native German language fluency required
- Experience working in a preschool or kindergarten classroom preferred
- Experience working in a German as a foreign language classroom preferred
- Must be eligible to work in the U.S.
- Must have current First Aid/CPR certification or be willing to get certified.

This Job Description constitutes a general definition of the position's scope and function, and may not be inclusive of all duties and responsibilities. Portland Kinderschule is affiliated with the Parent Child Preschools Organization, PCPO.

To apply for this position, please send your resume and cover letter to president@portlandkinder.com Please address the following questions in the cover letter:

1. Why are you interested in being a teacher's assistant at Portland Kinderschule?
2. What unique skills and experiences would you bring to this position?
3. What experience and skills do you have working in a highly collaborative environment such as ours with two teachers, parent helpers, and administrators?