

# **TEACH Northwest EMPLOYMENT OPPORTUNITY Internal and External Posting**

**POSITION TITLE: TEACH Northwest (TNW) (Charter School) Educational Facilitators**

**CLASSIFICATION: Certified Teacher**

**WORK YEAR: Full Time/Permanent**

**SALARY: Based on Experience**

**Application Deadline Date: Open until filled**

**Job Title – TNW Educational Facilitator (2 positions - K-6 and 7-12)**

**Reports to – TNW Director**

## **TNW Organization Overview:**

At TNW, we have built a model educational program based on what we believe to be the very best choice for students and families who desire an individualized education based on the interests and needs of the student. We believe passionately in project-based, experiential learning not because it's a fad but because it goes to the heart of how kids learn. Further, we've incorporated technology not as a trendy add-on but as an organic part of the learning process in the 21st century. We provide support and opportunities for students to be engaged learners without the loss of enthusiasm for learning.

We value and encourage leadership opportunities for our students, not just as a part of a career track, but with the intent of instilling the confidence and character.

Finally, we value the social and emotional development of our learners. We believe there is an implicit, as well as an explicit, curriculum to teach. Our goal is nothing short of learning, to change the world.

## **Position Overview**

Reporting to the Site Director, The TNW Educational Facilitator (EF) is an innovator that inspires and supports all education needs of Homeschool families assigned to them by facilitating an engaging and highly individualized education. The EF gives academic and operational support to their parents and learners. EFs should be positive, caring individuals with excellent organizational skills. They should have stellar verbal and written communication skills. TNW EFs must be self-starters as well as team players; flexible and sensitive to the needs of others in the program.

Educational Facilitator's hours are flexible based on the needs of the students/families they are serving. There will be additional days and times as needed to participate in TNW functions and career learning opportunities

## Duties and responsibilities

### Instructional

- Oversee the planning and implementation of academic, physical, and extracurricular programs for homeschool and virtual students.
- Conduct oneself in a confident manner so as to present yourself as the point of contact for your assigned parents and learners of the Homeschool/Virtual program.
- Plan, develop, and organize, in collaboration with the learner/parent, an Individual Learning Plan (ILP) for each learner, which incorporates state standards (including helping to research and determine which curriculum would be most beneficial to the learner's educational objectives).
- Meet face-to-face with parent and learner at a minimum of six (6) times per year.
- Assess and evaluate learner achievement and growth utilizing parent observations and learner work samples.
- Provide guidance and support to homeschool parents and virtual learners.
- Discuss progress and pacing with **virtual learners** (students enrolled in TNW 6-12 online content) no less than weekly. If the virtual student is notably off pace or struggling, bi-weekly student check-ins student and weekly parent updates are required.
- Ensure that parents are provided access to the Edgenuity Parent Portal on the TNW website and are also enrolled in auto-generated weekly progress reports.
- Make any necessary adjustments or recommendations on teaching practices as needed.
- Consistently provide one-on-one support to a virtual learners.
- Arrange or contract approved tutors who are experiencing difficulty with their online programming. In some cases tutors will need to be required to comply with the vendor registration process which includes a background check.
- Collect, review, and comment on parent lesson plan summations monthly. Maintain required learner portfolios as outlined by guidelines.
- Collect, review, and comment on homeschool student sample work samples determine student progress and proficiency levels.
- Maintain required learner portfolios as outlined by guidelines.
- Take attendance, download learning records and work samples as required.
- Award semester grades (where applicable) in conjunction with parents and curriculum vendors.
- Schedule additional communication or meetings as needed to meet the needs of the learner (additional contact may be in person, virtual, phone, Internet/E-mail,).
- Respond to parent inquiries and concerns within (1) business day..
- Model teaching strategies for parents, as needed/requested.
- Assist parents navigate the rules, policies and procedures of our program, as well as our website(s) and other technology related systems as required.
- Ensure that all learner needs are being met and, if needed, meet with the team member's Lead Facilitator(s) or Director TNW for additional support.
- Engage in meaningful professional development activities on a regular basis to broaden your knowledge in education, home study, independent study and charter schools.
- Consistently inform parent (and other EFs) of information on fieldtrips, testing, orientations, workshops, or any other school events/gatherings.
- Assist in State Testing as needed (i.e. proctoring, administering, facilitating, etc.)
- Attend all EF meetings as scheduled on the school calendar.
- Attend all IEP meeting as required (virtually or in person).

- Meet all obligations pertaining to employment as noted in contract including but not limited to up to 8 days of proctoring state mandated assessments.
- Perform any tasks needed for educational agencies for the purposes of ODE or data collection.
- Adhere to Oregon school law, State Board of Education rules and regulations, Board of Education policies and regulations, and school regulations and procedures.

### Operational

- Seek and provide support from colleagues on an ongoing basis.
- Maintain accurate budget registers.
- Meet deadlines given by Lead Facilitators or Directors on projects and duties.
- Coordinate the dissemination of information and communication, related to the education, to Homeschool Organizations, local, district and community-wide parenting events.
- Support the enrollment process and contact potential and new families to help with enrollment process, as needed..
- Assist new vendor with application process.
- Report information in a timely manner regarding learner's attendance and learning, which includes submission of documentation concerning ADA, reports and audit portfolios.
- Provide necessary paperwork, information and training to new families.
- Meticulously manage the instructional funds of each of the learners assigned to you.
- Order, deliver, and collect instructional materials within ordering guidelines and policies set.
- Act as a **positive, supportive** representative of the TNW Homeschool/Virtual program at all times when interacting with the parents, learners and vendors.
- Navigate issues with parents, learners and vendors with grace and confidence.
- Maintain proper documentation and follow-up on parent or learner related issues.
- Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- Maintain necessary teaching credentials.
- **ADJUNCT DUTIES-** Participate and take initiative in the planning, organization, and implementation of goals associated with your adjunct duty so as to contribute to the overall betterment of the TNW Homeschool/Virtual program.
- Other duties as defined by the Director of the TNW or other School Leaders.
- Performs other tasks as assigned by Lead Facilitator or Directors.

### Other Responsibilities

- **Provide ongoing support and actively collaborate with all TNW School leaders and employees to ensure that the mission, vision, values and philosophy of TNW is clearly understood and carried out.\***
- Represent TNW in a positive and professional manner in all interactions and communications.
- Follow and actively participate in development of all TNW guidelines, policies and procedures.
- Maintain professional competence through participation in professional development activities provided by TNW Schools and self-selected professional growth activities.
- Perform other responsibilities as defined by the TNW Executive Team.

## Required Qualifications

- Bachelor's degree in Education or related field.
- Oregon Teaching Credential required.
- Previous experience with homeschool or independent study programs strongly preferred.
- Some knowledge of high school graduation requirements and how they are met.
- Respect for, knowledge of and some experience with homeschool or independent study programs.
- Love of learners, enthusiasm for learning, the belief that each learner can and will succeed and the willingness to do what it takes to support an excellent homeschool environment.
- Belief in the TNW mission and a willingness to work as a vital part of the TNW team to ensure excellence in learning opportunities and contribute to the TNW community as a whole.
- Understand and support a variety of learning styles, philosophies, and approaches to better support the homeschool/virtual learner endeavor.
- Ability to align project based curriculum with standards and willingness to adopt grading practices that can be used to authentically assess a learner's progress.
- Ability to effectively support and recommend a broad range of instructional strategies, curriculum options, challenging goals and also provide advice and feedback.
- Demonstrated competence using technology to communicate and support learning.
- Willingness to be involved in committees and task forces to support the school's mission.
- Demonstrated entrepreneurial thinking and strategic vision.
- Basic knowledge of high school graduation requirements and how they can be met or a willingness to learn and be trained on them.
- Must possess basic computer skills as well as a willingness to expand technology skill-set.
- Must be comfortable learning and using online data systems such as Google Doc, Sheets and Forms.
- This position requires the ability to exercise mature judgment in working with confidential information.
- General supervision is received from the Lead Facilitator(s) and Directors. Candidate must possess good ethical and moral character.

## Physical Demands/Requirement

- This is sedentary work requiring stooping, kneeling, crouching, reaching, pulling, routine lifting up to approximately 20 pounds, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work.

## **Application Requirements:**

Cover Letter  
Professional Resume  
Contacts for Recommendation (3 required)  
Internal applicants submit a letter of intent

Phil Johnson – Director – [pjohnson@marcola.k12.or.us](mailto:pjohnson@marcola.k12.or.us) 541-952-1381

April Tubbs – Executive Assistance – [atubbs@marcola.k12.or.us](mailto:atubbs@marcola.k12.or.us) – 541-952-1142

TEACH-NW  
PO Box 70365  
Springfield, OR, 97475

## **Link to Job Posting**

<https://www.marcola.k12.or.us/teach-nw/employment-opportunities/>

## **Community and Employer Information**

**Employer Website:** [www.teach-nw.com](http://www.teach-nw.com)

**Community Description:** Marcola is located 12 miles northeast of Springfield on Marcola Road. Well known for its sense of community, Marcola continues to draw strength from its roots as a logging community, celebrating its heritage each summer with the Mary Cole parade and festival. The area has always been a popular recreation area for hiking, camping, canoeing, rafting, hunting and fishing.

**TNW is an Equal Opportunity Employer and is committed to fostering diversity within its staff.**

*TNW promotes equal opportunity for all employees and applicants. In doing so, we comply with local, state, and federal laws and regulations to ensure an equal employment opportunity for everyone. We don't discriminate in employment opportunities or practices on the basis of race, ancestry, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, citizenship, military service obligation, veteran status or any other basis protected by federal, state or local laws. Our policies and personnel practices are intended to ensure that all of us are treated equally with regard to recruiting, hiring, and advancement, and our decisions on employment are made to further the principle of equal employment opportunities for employees.*