



## **Facilities and Safety Assistant**

Childpeace Montessori School is seeking a Facilities and Safety Assistant to work in our Facilities & Safety Department, which is responsible for ensuring that the school environment and campus support the Childpeace mission. The position is part-time, hourly and non-exempt, and year-round. Work hours are typically 1:30 to 6:30 p.m. Monday through Friday, with occasional evening and weekend hours possible.

The wage range for the Facilities & Safety Assistant starts at \$20.00 per hour. The full benefits package includes medical, dental, vision, life, and short- and long-term disability insurance plus flexible spending and retirement savings. Our generous paid time off allowance covers school closures and more.

At the direction of the Facilities and Safety Manager, this position is responsible for maintenance and improvements to the urban campus and grounds, including necessary repairs and landscaping. This position also provides a safety presence during aftercare programs from 3:30 to 6:00 p.m. and may serve as a secondary emergency contact for the Portland Fire and Police Departments.

### **Minimum requirements:**

- High school diploma or equivalent required
- Minimum of one year of previous facilities maintenance experience required
- Department of Public Safety Standards and Training Unarmed Professional Certification required upon hire
- Work or volunteer experience in a school setting is preferred

### **Additional qualifications:**

- Excellent observational skills and attention to detail
- Self-starting, sees a problem and handles it with minimal supervision
- Proficient with verbal and digital communication
- Able to interface with a diverse community with respect and empathy
- Able to remain calm in dynamic situations
- Must possess a valid driver's license

### **About Childpeace:**

Our staff work with hundreds of toddlers through adolescents in their educational journey every year. Childpeace's classrooms offer a beautiful, vibrant environment in northwest Portland three blocks from the Willamette River near several urban parks, walking trails, and restaurants. Our school is located within several blocks of major bike and bus routes with many staff commuting by bike and bus. Childpeace supports our staff with a competitive salary structure and benefits package, a program rooted in AMI standards, a commitment to professional development, beautiful and well-equipped classroom environments, strong administrative support, and a dynamic working community of Montessori professionals.

Childpeace values responsibility, educational excellence, love of learning, sustainability, and equity as important characteristics of our learning community. We strongly encourage applications from candidates with diverse backgrounds, particularly those from historically underrepresented groups, whose personal and professional experiences will help us work toward our vision to shape the future of our world through the cultivation of inquisitive minds and socially responsible young citizens.

**Interested applicants are invited to submit the following documents our employment page at <https://childpeace.org/employment.html>:**

- A cover letter describing where you are in your professional journey and why you are interested in this position
- Your resume detailing training and experience
- Two references with names, how you are connected to them and their contact information

**All offers of employment are contingent on obtaining a:**

[Central Background Registry number through Oregon Department of Education, Early Learning Division](#)

(this process can be initiated by anyone at any time and takes 3-4 weeks)

*Childpeace Montessori School does not discriminate on the basis of age, race, color, national or ethnic origin, sexual orientation, gender identity, religion, physical or mental ability, or any other status protected under local, state or federal laws in the admission of otherwise qualified students or in the administration of its educational policies or programs, hiring, or employment practices.*