



# The International School

SPANISH • CHINESE • JAPANESE  
INTERNATIONAL BACCALAUREATE

## Volunteer and Student Teacher Opportunities

### About Us

The International School provides a warm multicultural environment where children are fully immersed in Spanish, Japanese or Chinese language and culture. Children become fluent in another language, at home in other cultures, and engaged in math, science, social studies and arts. The International School is Portland's first International Baccalaureate elementary school. It was founded in 1990 and today educates over 460 students from age 3 through 5th grade.

The International School seeks outstanding volunteers who enjoy working with children, exhibit patience, punctuality, maturity, and reliability.

### Volunteer Job Descriptions

**Language Immersion Classroom Volunteers** – University students who are proficient in Chinese, Japanese, or Spanish may volunteer in a homeroom classroom focusing on the target language the volunteer is learning. University students should have obtained at least 6 quarters (or semester equivalent) of spoken and written study in the target language or comparable proficiency. Volunteers may work with students from 3 years old to grade 5.

**English Classroom Volunteers** – University students who have native level proficiency in English may volunteer in English classes from grades 1<sup>st</sup> – 5<sup>th</sup>.

**Specialist Class Volunteers** – University students who are majoring in Physical Education or Recreation may volunteer in PE classes from grades 1<sup>st</sup> – 5<sup>th</sup>. University students majoring in Art may volunteer in Art classes from Pre-K – 5<sup>th</sup> grade. University Students majoring in Music may volunteer in Music classes from Pre-K – 5<sup>th</sup> grade. Volunteers with proficiency in the use of web searches, the MS Office products, and Apple products may volunteer to assist with technology in classrooms.

**Student Teaching Opportunities** – Students of teacher education programs who seek to do student teaching should clearly understand and communicate the requirements of their program of study. For example if your program requires a mentor teacher who is certified in Oregon be advised that some of our teachers are certified in other countries. Also please understand and communicate the number of hours you are actually required to teach. Finally in order to teach in the language immersion classroom the student would need the equivalent of native level proficiency in the language and this would be evaluated by a current teacher at The International School.

### Volunteer Application and Requirements

- Interested candidates should apply online at <http://intlschool.org/contact/employment/> and complete the **VOLUNTEER APPLICATION** and **Department of Education Background Check Form**
- Student volunteers need to submit a letter from their department or University mentor which verifies student status, program and a recommendation for the volunteer opportunity
- Opportunities are for volunteering up to 20 hours per week (you may volunteer fewer hours)
- All volunteers or student teachers must enroll and pass the background check through Oregon Department of Education or Oregon Child Care Division (CCD)

Email ALL application materials to the Head of the Department you want to volunteer with:

**Robert Woods - Head of School** English and Specialists (Music, Art, PE)  
[robertw@intlschool.org](mailto:robertw@intlschool.org)

**Bodo Heiliger – Principal** Kindergarten - 5th grade (Spanish, Chinese and Japanese Language Tracks) [bodoh@intlschool.org](mailto:bodoh@intlschool.org)

**Maria Abad - Head of Early Childhood** Pre-k and Low-k (Spanish, Chinese and Japanese Language Tracks)  
[mariaa@intlschool.org](mailto:mariaa@intlschool.org)