



REQUEST FOR PROPOSAL (RFP) Educational Consultant for Haiku Alive Program

Portland Japanese Garden
611 SW Kingston Ave
Portland, OR 97205

Contact Person: Kristin Faurest, Director of International Japanese Garden Training Center
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1. Background/Introduction

Portland Japanese Garden is a not-for-profit 501(c)(3) organization based in Portland, Oregon. The permanent staff numbers around 85, and our staff size increases to approximately 120 during the summer season. We take pride in our world-class setting and our friendly work environment. Our organization is known locally, nationally, and internationally for excellence.

2. Project Goals and Scope of Services

Portland Japanese Garden is seeking the services of a freelance educational consultant to teach the classroom sessions and lead spring Garden tours for students in the Haiku Alive program, which is the Garden's outreach program for elementary schools. The curriculum uses haiku as a vehicle for learning about the Japanese cultural value of living in harmony with nature. The consultant reports to the director of the Garden's International Japanese Garden Training Center.

Tasks include but may not be limited to the following:

- Lead a series of three sequenced classroom sessions and one Garden tour for classes in grades 2-5 at four East Portland schools and one private academy for students with dyslexia
- Liaise regularly with the Garden's Tour and Volunteer department, which coordinates and schedules Garden tours, classroom sessions with schools, and volunteer scheduling
- Manage and organize supplies and learning materials for Garden tours and classroom sessions
- Communicate ongoing inventory needs or budgetary requests with Training Center director
- Keep accurate records of curriculum, schedules, student materials, statistics, communications, and all other information related to the program. Provide accurate, up to date information and materials about the program for use by Marketing or Development Departments
- Solicit teacher feedback, manage conflicts or challenges, and propose innovations in curriculum and programming to Training Center director; facilitate communications between Training Center and school personnel as needed
- Perform other duties as assigned, such as organizing and conducting teacher training workshops

The candidate must have the ability to provide their own transportation to Portland Japanese Garden and to the Haiku Alive program's schools.

3. Anticipated Selection Schedule

The Request for Proposal timeline is as follows:

Request for RFP: May 15, 2019

Selection of Top Candidates / Notification to Unsuccessful Candidates: June 30, 2019

Contract Award / Notification to Unsuccessful Candidates: July 15, 2019

4. Submission of Proposals

Respondents to this RFP must submit a resume, cover letter, and three work-related references to kfaurest@japanesegarden.org with "Haiku Alive Educational Consultant" in the subject line. Responses must be received no later than June 15, 2019.

5. Timeline

This is a contractual position for 2019-2020 school year, with possibility of renewal for 2020-2021 school year. Hours vary, but are concentrated October-November and February-May.

6. Evaluation Criteria

The successful candidate will demonstrate the following qualifications:

Required:

- Bachelor's degree in education, creative writing, or other relevant field
- Teaching experience at the elementary school level
- Proficiency with basic Microsoft Word programs
- Friendly, empathetic personality
- Excellent speaking and listening skills, including ability to communicate effectively with non-native speakers of English
- Excellent organizational skills
- Clear, precise, and engaging writing style
- Passion for the literary arts and for nature
- High level of creativity and problem-solving ability
- Ability to think and teach in an interdisciplinary context
- Dedication to social equity and appreciation of social diversity
- Understanding of the needs, requirements and circumstances specific to Title I schools in Oregon

Preferred:

- Master's degree in creative writing, education or other relevant field
- Teaching certificate
- Teaching experience in Title I schools with children of diverse backgrounds and abilities
- Experience working with volunteers and/or in a non-profit organizational setting
- Understanding of learning, emotional, and behavioral challenges of elementary school children
- Thorough understanding of Oregon state educational standards and requirements
- Knowledge of Japanese culture

The candidate must also provide a successful criminal background check.

7. Budget

Portland Japanese Garden's budget for the consultant's work for the 2019-20 school year is approximately \$5,000, based on the estimated number of hours required to complete the work and to be paid on a lump sum basis.