



Preschool & Primary Substitute Teachers Join our Dynamic Team of Educators!

Casa di Mir Montessori School is looking to hire Preschool & Primary Substitute Teachers to work as needed. Some days may be scheduled in advance and some might be the same day of based on your availability. Pay is \$25 to \$28 per hour. Hours range within our school day of 8:00am to 6:00pm. Email your resume to Joy Yap, jyap@casadimir.org

POSITION SUMMARY

The Substitute Teacher co-creates an environment that is conducive to the growth and development of children in the realization of their fullest learning potential. She or he is responsible for assisting the teacher in the day-to-day teaching and functioning of the class. The Substitute Teacher provides a fun and enriching program in accordance with Montessori philosophy and ensures the safety of participants at all times. The Substitute Teacher makes a positive contribution to the character of the school community, helps maintain a respectful and cooperative atmosphere and cooperates in the administration of Casa di Mir's policies and procedures.

ESSENTIAL FUNCTIONS

- Carries out plans and directives of teachers
- Ensures the physical and emotional safety of children at all times
- Assists children with questions or problems, provides redirection as needed
- Maintain a clean and organized classroom
- Helps maintain an environment conducive to learning
- Uses positive discipline and redirection in handling behavior issues
- Helps with lunch and recess supervision, paper correcting and material preparation
- Reports to teachers any concerns with children or their work
- Prepared to creatively manage Circle Time/large group activities
- Welcomes parents and visitors to the classroom; directs parent questions to guides

QUALIFICATIONS

- Ability to relate to children and adults with maturity, respect and compassion.
- Minimum of 12 units Early Childhood Education - Required
- Minimum of 1 year experience at the appropriate age level
- Excellent communication skills
- Able to meet all DSS Licensing requirements including background and vaccinations

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- Frequently bend, stoop, kneel and crouch in order to assist children; routinely sit on the floor with children. Walk and stand routinely.
- Occasionally lift up to 30 lbs.

- Work intermittently in outside weather conditions, including heat and cold.
- Sensory Requirements: this job requires visual and auditory perception and the ability to communicate orally.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Casa di Mir Montessori School is committed to providing an open, fair, inclusive, non-discriminatory environment for all individuals across differences of race, religion, sexual orientation, gender identity, national origin, socio-economic status, ethnicity, age, physical ability, or medical condition.

ABOUT CASA DI MIR MONTESSORI SCHOOL

Since 1989, Casa di Mir has provided rich experiences that support the development of essential life skills and empower students to be engaged citizens. We encourage independence, support collaboration, nurture leadership, and provide tools for social/emotional competence. Casa is the only primary through 8th grade Montessori in the south bay.

HOW TO APPLY

Email your resume to Joy Yap, Primary Director, jyap@casadimir.org