



Substitute Teacher: Pre-Toddler, Toddler, Preschool, School Age and Middle School

Job Description

APPLICATION DEADLINE: When Position Fills

POSITION AVAILABLE: Immediately

Date Posted:	04/02/2018
About the North Marin Community Services	North Marin Community Services (NMCS) is a one-of-a-kind 501c3 non-profit agency with a mission is to empower youth, adults and families in our diverse community to achieve well-being, growth and success. NMCS, a merged organization of the Novato Youth Center and Novato Human Needs Center, was formed on January 1, 2018. Become a part of the NMCS community filled with youth, families, and a dedication to providing a supportive, professional working environment. Located in beautiful Novato/CA, Marin County, we value teamwork and collaboration, cultural competence, excellence, integrity, and learning and continuous improvement. Visit www.northmarinc.org for more information us.
Job Title:	Substitute Teacher: Pre-Toddler, Toddler, Preschool, School Age, Middle School
Status:	Hours and shifts will vary from 7am–6pm, Monday-Friday.
Salary Range:	\$15-\$17/hr DOE Generous benefit package including medical and dental benefits, PTO, employee assistance program, and childcare discount. *Sign-on bonus of \$250 at the end of 3 months of employment (position a minimum of 3-month period).
Reports to:	Child Development Program Manager
Purpose:	To enjoy educating young children and supervising them in an Early Childhood Education setting; supporting children’s development in a nurturing, kind manner with emphasis on positive discipline. Assist Head Teachers in daily routines, including support of staff and agency procedures.
Essential Functions:	<ul style="list-style-type: none">• Supervise groups of children from diverse backgrounds and implement daily planned activities/curricula.• Long term substitutes need to develop activities/curricula.• Ensure positive and open communication with colleagues and supervisor; ensuring professionalism, respecting confidentiality, and following agency procedures regarding conflict resolution.• Support teaching team in maintaining proper adult: child ratios.• Work closely with supervisor to foster a positive, culturally affirming climate in the classroom and obtain guidance, as needed. Work well with others as part of a team.
Minimum qualifications:	<ul style="list-style-type: none">• Associate Teacher Permit or higher. Minimum 12+ Early Childhood Education Units (ECE), including core courses or Multi-Subject Teacher credential.• CPR/First Aid certification
Other Requirements:	Supervise and interact with children, requiring a full range of motion to lift, reach, squat, climb, sit, and otherwise fully participate in activities. Job may include walking up and down stairs, standing, lifting and moving small items of up to 25 lbs. Candidate must pass a livescan background check and a pre-employment health exam including proof of vaccinations and TB test clearance (costs reimbursed). An applicant with a conviction, other than a minor traffic violation, including a misdemeanor and/or felony, will not receive background clearance. Maintain current CPR and First Aid Certification (willing to send to training).
To apply for this position:	Please submit your resume and cover letter by e-mail (preferred) or mail to: HR@northmarinc.org North Marin Community Services Attn: HR Department 680 Wilson Avenue, Novato, CA 9494

Bilingual applicants are encouraged to apply.