



Substitute Teacher

Job Description

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**About North
Marin
Community
Services**

North Marin Community Services (NMCS) is a non-profit organization whose mission helps to empower youth, adults, and families in our diverse community. We serve 11,000+ people in need each year, providing comprehensive services to help people achieve well-being, growth and success. Join an organization dedicated to providing a supportive and professional working environment. Located in beautiful Novato/Marin County/CA, our workplace culture is driven by our five values: teamwork and collaboration, cultural humility, excellence, integrity, and learning and continuous improvement. Visit www.northmarinncs.org to learn about the impact of our services, and how you can make a difference in Novato.

Job Title: Substitute Teacher

Status: Hours and shifts will vary from 8:00 a.m. to 5:00 p.m., Monday – Friday.

Salary Range: \$22.00/hour. Sign-on bonus of \$250 at three months of employment; Employee Assistance Program.

Reports to: Child Development Program Manager

Purpose: To enjoy working with children and supervising them in an ECE, After School or Summer Camp 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:**

- Supervise groups of children from diverse backgrounds and implement daily planned 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.
- Transport children in an NMCS 9-passenger van from NUSD school to NMCS and on field trips.
- Knowledge of current safety and road regulations for the state of California.
- Ability to maintain a safe environment within passenger van while transporting children (i.e. proper discipline techniques, readiness to administer CPR/First Aid, etc.)
- Work well with others as part of a team
- Follow and support all policies and procedures in the NMCS handbooks.
- Enjoys working and nurturing in a positive and energetic manner with children ages 2-14 from diverse cultural, socio-economic and linguistic backgrounds.
- Provide age-appropriate behavior guidance strategies and model respectful treatment of others at all times
- Be a strong ambassador for the agency.
- Other duties as assigned by the Program Manager or Assistant Manager.

Qualifications:

Required Qualifications:

- English fluency
- Associate Teacher Permit or higher preferred. Minimum 12+ Early Childhood Education Units (ECE), including core courses or Multi-Subject Teacher credential.
- CPR/First Aid certification
- Able to clear MVR check

Preferred Qualifications:

- Bilingual (Spanish)/bicultural

**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 Live Scan 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 visit <https://www.northmarincs.org/careers-internships/>
Bilingual/Bicultural individuals are encouraged to apply.

**Equal
Opportunity**

North Marin Community Services welcomes and encourages all qualified candidates to apply – especially as we recognize that people bring experience and skills beyond just the technical requirements of a job. We also know that self-doubt can sometimes get in the way of stretching professionally, so if your experience is close to what you see listed here, please consider applying. We value our differences and respect everyone – regardless of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, citizenship status, marital status, genetics, AIDS/HIV, medical condition, political affiliation, disability, age, status as a victim of domestic violence/assault/stalking, or military/veteran status. If you have a disability and need assistance and/or accommodation with applying for a job, please contact hr@northmarincs.org or 415-892-1643 ext. 224.