



# Substitute Childcare Teacher

## Job Description

**Date Posted:** 5/4/2022

**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, equity, excellence, integrity, and learning and continuous improvement. Visit [www.northmarincs.org](http://www.northmarincs.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:** \$23.00/hour. Sign-on bonus of \$250. Employee Assistance Program available.

**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 guidance. 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. behavior guidance, 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

Conditions of Hire:

- Fully vaccinated against COVID-19 unless granted a medical or religious exemption.
- Pre-employment health exam including proof of vaccinations and TB test clearance.
- Criminal record clearance or exemption from California Department of Social Services. All convictions other than minor traffic violations require an exemption, including convictions that have been expunged.

**To apply for  
this position:**

Please visit <https://www.northmarincs.org/careers-internships/>

**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](mailto:hr@northmarincs.org) or 415-892-1643 ext. 224.