Job Title: Substitute Teacher
Reports to: Early Childhood Site Manager

GENERAL DESCRIPTION:
Provide a warm, nurturing, safe and loving environment where self-concepts are enhanced, independence encouraged, and individuality respected. Provide age-appropriate educational and/or enrichment activities to infants, toddlers, or preschoolers that promote individual development.

This position is on an as-needed basis.

MINIMUM QUALIFICATIONS:
• Pass a DHS background check as required by licensing
• Ability to handle crises, problem solve, make judgments or decisions appropriately and quickly as needed to ensure the wellbeing and safety of clients, staff, and facility.
• Provide documentation of current CPR and First Aid certification within 90 days of employment and keep certification current thereafter.
• An essential understanding of and commitment to the fundamental principles of the YWCA mission.

DESIRED QUALIFICATIONS:
• Four year degree, CDA or AA degree and able to be licensed as a teacher according to Rule 3.

DUTIES AND RESPONSIBILITIES:
● Uphold and further the mission of the YWCA
● Interact with children and encourage their involvement in daily activities.
● Maintain an environment that is safe, orderly, and clean, including daily & weekly cleaning checklists.
● Treat each child and family member with dignity and respect.
● Know how many children are in your group, where they are at all times, and never leave a child unattended.
● Assist with maintaining accurate and up-to-date classroom records.

ADDITIONAL DUTIES:
• Abide by current YWCA safety regulations as defined by OSHA, Fire Department and other regulatory agencies. Arrange training for program staff to maintain the safety of all clients and staff.
• Support the mission of the YWCA
• Other duties as assigned

PHYSICAL REQUIREMENTS:
• Ability to hear the conversational voice with or without a hearing aid.
• Ability to speak and be understood under normal circumstances.
• Ability to lift and carry items weighing up to 50 pounds
• Ability to use arms, hands, legs and feet with or without corrective devices to accomplish the job, including evacuation of the building during emergencies.

CORE VALUES:
• Justice – Believe, and work to create, an equitable community that values the worth of all women and girls
• **Social Change** – Participate in efforts that make a significant impact on societal attitudes, behaviors, policies and laws to advance economic, political and gender equity

• **Empowerment/Freedom** – Believe all women and girls have the right to define themselves and their own lives as they see fit.

• **Inclusion** – Work towards the full participation of ALL women and girls in every level of our organization and community.

• **Collaboration** – Believe that by working together we can accomplish more and have greater results.

To apply, please forward a cover letter and resume to Danielle at:

Email: danielle@ywcaduluth.org
Fax: 218-722-7425 x113
Mail or In Person: 32 E 1st St, #202, Duluth, MN 55802