

Roots & Fruits Preschool Employment Opportunity

I. Job Title: Substitute Teacher

Preschool: Roots & Fruits Preschool

Location: 72 MacArthur Circle East, South Portland, ME 04106

Schedule: As needed for full-day or half-day shifts; Monday-Friday
7:30am – 5:30pm. Schedule assigned by Director.

Reports to: Director

Coordinates with: The entire staff

Hourly Wage: \$10/ hour

Employee Status: Per Diem, no benefits. Files own W-9 Tax Form.

II. Statement of the Job:

The purpose of the substitute teacher position is to provide classroom support and instruction when a staff teacher is absent. The responsibilities of a substitute teacher are to provide supervision at all times, and to deliver the educational philosophy and mission of the Roots & Fruits preschool, as outlined below:

Philosophy & Mission

Roots and Fruits focuses on the whole child and being fully present in mind, body, and spirit. It emphasizes creativity and collaboration in the learning process. It is developmentally appropriate, and includes activities and projects that center on culture, arts, and most importantly imaginative play. Our program uses the positive guidance approach through redirection, teaching conflict resolution, shared decision-making, and peace-making skills. We empower children with self-esteem and connection, offering a variety of choices to each child to foster independence and self-governing.

III. Job Functions

Duties of the substitute teacher include, but are not limited to:

- A.** Assume the role of the absent teacher, or a limited function of that role as assigned by the Director.
- B.** Assume responsibility for the protection and safety of a group of children in a child care center. Provide respect and equal treatment of all children regardless of race, ethnicity, ability/disability, culture, language, etc.
- C.** Participate in team meetings and discussions.
- D.** Support teachers and the school in the established curriculum and routine.
- E.** Can check in with parents/ families regarding any child concerns.
- H.** Demonstrate and model professionalism and maintain confidentiality.
- I.** Demonstrate ability to physically work/play with young children in a variety of contexts including indoors and outdoors.
- K.** Assume classroom management and discipline according to Roots and Fruits guidelines.
- L.** Assume cleaning duties at the school as assigned. Insure that the classrooms are maintained in an attractive condition.
- M.** Abides to the guidelines listed in the Roots and Fruits Staff Handbook.

IV. Minimum Qualifications

- High School Diploma or GED
- Experience working with groups of children
- Some knowledge of early childhood development
- Is physically able to work with small children (bending, playing on floor)
- Ability to provide last-minute availability*

**Some staff absences will be scheduled in advance, some will not. We are looking for candidates who can be available on an as-needed per diem basis.*

We are seeking substitute teachers with the following qualities:

- Flexibility/ Adaptability to Roots and Fruits culture and “lingo”
- Uses clear communication
- Ability to support teachers and take direction
- Respectful of diversity in a multicultural setting
- Uses a peaceful approach to learning and discipline

V. Hiring Practices

Those seeking employment at Roots and Fruits must complete an application and submit to Virginia Dearani. E-mail applications to vdearani@onetreecenter.org or drop them off at Roots and Fruits, 72 MacArthur Circle East, South Portland, ME 04106, between the hours of 8am and 4pm.

Applications will be reviewed as received, and references will be checked. Applicants meeting the requirements may be called for a group interview. Those who are hired must complete a Roots and Fruits Preschool Orientation prior to working in the classroom. Substitute teachers will be kept on a roster to be called in the absence of a staff teacher and are responsible for keeping the Director informed of changes in availability and contact information. The terms of employment are per diem; substitutes must file their own W-9 tax form. Substitutes will be paid by check or may elect to deduct their wages from preschool tuition if their child is enrolled at Roots and Fruits.

Roots and Fruits is an equal opportunity employer.