



THE NEW SCHOOL

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Substitute Teacher Early Childhood Education

The New School is seeking substitute teachers for our Early Childhood Education program for the 2022-23 school year. In the absence of the classroom teacher, the substitute assists in preparing the classroom materials and plans, providing quality experiences for young children.

Duties/Responsibilities:

- Attend a one-time substitute orientation
- Complete online certification within 10 days of hire through the Arkansas Professional Development Registry
- Interact with children ages 12 months - 5 years old
- Work to build positive relationships with children
- Use positive language to guide children in play and routines
- Show respect toward children and encourage respectful interactions
- Supervise and play with children in the learning centers, classroom, and playground
- Attend to the physical needs of the children, including but not limited to diapering, changing clothes, and comforting as needed
- Serve as a role model for students
- Assist in keeping the classroom neat and organized
- Follow the lead teacher's instructions for cleaning the classroom at the end of the day
- Other duties as assigned

Required Skills/Abilities:

- Excellent verbal and written communication skills
- High responsiveness due to the possible short-notice nature of this position
- Excellent organizational skills and attention to detail

Education and Experience:

- Must be 18 years old
- High school degree, college experience preferred
- One year of experience working with children and/or a certificate in early childhood education or currently working towards completion of one
- CPR certification preferred

Physical Requirements with or without accommodations:

- Must be able to lift or move up to 40 pounds at times
- Must be able to traverse the classroom and adjust one's tone and height by bending, leaning, stooping, kneeling, crouching, or crawling in order to teach each child

- Specific vision abilities required include close, distance, peripheral, and depth perception

How to apply:

Interested applicants should submit an application and a letter of interest, current resume, list of references online at www.thenewschool.org/about/career-opportunities .

The New School is an independent school that respects, embraces, and celebrates diversity in its curriculum, student body, and staff. The New School does not discriminate on the basis of race, religion, gender, gender identity or expression, sexual orientation, color, national or ethnic origin in the admission of students, in hiring, or in the administration of its educational program.