

SUBSTITUTE TEACHERS/INSTRUCTIONAL ASSISTANTS (IA)
(For Preschool serving 3-5 year olds)

EMPLOYER: The Center: Resources for Teaching and Learning/Early Childhood Block Grant

ISBE CREDENTIALS REQUIRED:

- Teacher Subs: Sub License
- Instructional Assistant: Educator License with Stipulations for Paraprofessional - ELS(Para)
 - Employer can assist with obtaining this credential

QUALIFICATIONS:

- Must be available a minimum of 3 days per week
- Must be able to travel to any of the 22 classrooms, which are located in the northwest suburbs (Palatine & Wheeling Township).
- Must have good communication skills and be able to respond to requests for subbing in a timely manner.
 - Personal cell phone number and the ability to receive texts will be needed. The information will be included on a substitute list that is distributed to all staff for reference as needed.
- Interest and/or experience working with preschool age children
- Physical capacity to support preschool children in their learning environment (sitting, standing, movement activities).
- Reliable transportation to assure arrival 15 minutes prior to class start.
- Bilingual/Spanish applicants preferred

JOB DESCRIPTION:

- Teacher subs will follow the teacher lesson plan that will be provided.
- IA subs will assist teacher in implementation of ECDEC curriculum model in a classroom.

PAY/BENEFITS:

- Teacher Pay is \$136/day
- IA Pay is \$90/day
- No benefits are associated with this part-time, as needed position. The Center is not a TRS eligible agency.
 - Exception: Any sub that works more than 600 hours per year must be enrolled in The Center's pension plan through TIAA-Cref.

INTERESTED PARTIES: Please Send Resume and Cover Letter to ecdecjobs@ecdec.org