

Job Title:	Substitute Teacher (Preschool)
Supervisor:	Education Director
Status:	Part-Time, On-Call
Pay Rate	\$17/hour

OVERVIEW

The Community Action Agency of Somerville, known as CAAS, is changing lives for our community members who are furthest from opportunity. For over 40 years, we have been helping local families and individuals achieve financial security while working to eliminate the root causes of economic injustice. Our largest offering, Head Start, is a free preschool program that promotes school readiness. We offer comprehensive developmental preschool and wraparound services to ~275 low-income, culturally diverse children and their families each year in Somerville and Cambridge. Our six centers are fully open for in-person learning. Our Head Start program is integrated with our Housing Advocacy, Tenant Organizing, and Income Maximization programs to provide a full suite of anti-poverty services. We are proud to be a source of stability and support for our community.

WHAT MAKES US UNIQUE

We have a highly dedicated, seasoned team and an organizational structure that allows us to support our clients holistically. The Head Start Leadership team is highly collaborative and includes leaders with expertise in family engagement, health and nutrition, disabilities, and teaching and learning. We have a generous budget for professional development and a mindset of saying “yes” to whatever will help us better serve low-income children and families of Somerville and Cambridge. The person who joins our team will interact with a supportive director, peer leaders, and a committed group of coordinators and educators with a shared mission.

ABOUT THE HEAD START SUBSTITUTE TEACHER ROLE

The Head Start Substitute Teacher works on an on-call basis, and supports the classroom teachers in providing a safe, healthy, and developmentally appropriate classroom for children 3 to 5 years old in accordance with EEC regulations and Head Start performance standards.

Responsibilities include:

- Help maintain the classroom structure and daily schedule by engaging with children, cleaning or preparing classroom materials and activities, and/or other classroom management tasks, as assigned. Such assistance may include setting up play materials, cleaning up art activities, helping children wash hands or get dressed for outdoor play, walking with children to parks, helping prepare and serve meals, sitting with children during rest time, reading books, singing songs, and helping ensure children stay safe at all times.

- Help create a culturally responsive and welcoming environment for each child and their family. Implement positive learning experiences to develop curiosity, initiative, problem-solving, creativity, sense of self, and group belonging.
- Use culturally competent classroom management techniques that promote each child's self-esteem and self-help skills, using the positive discipline approach to help children resolve conflicts and manage behavior.
- Regularly monitor children during outdoor activities
- Follow proper health and safety protocol to ensure the classroom environment and all daily activities strictly adhere to established health and safety protocols.

QUALIFICATIONS:

- High School diploma or GED
- Ability to pass a background check
- At least 18 years old
- Experience or education in ECE, or ability to complete a 35-hour substitute training program.
- Interest in preschool experiences, child growth and development, and working in an education setting
- Strong communication and organizational skills; basic computer proficiency
- Sensitivity to the needs of low-income and a culturally, linguistically and racially diverse population.
- Ability to maintain confidentiality when needed
- Ability to respond to flexible scheduling
- Childcare or preschool experience highly preferred
- Ability to speak another language preferred.

Note: This position requires taking daily walks, lifting up to 50 lbs, and standing/sitting/moving for a minimum of 5 hours per day.

Note: Substitute teaching shifts are generally 6 hours per day, between the hours of 7:30am and 5:30pm. Substitute teaching positions become available throughout the year, including both short (1 day) and long (1 or more weeks) term positions in duration. Summer-long positions available.

Note: COVID-19 vaccination required. Masks are currently required to be worn at all times while indoors with children. This position may require following additional safety protocols, in the event of a COVID-19 or other public health emergency.

TO APPLY:

The review of applications will begin immediately and continue until the position is filled. For best consideration, please submit a cover letter and resume to leonard@caasomerville.org.

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