

Position Announcement

On Call - Substitute Teachers, Wah Mei School

Agency Overview. Wah Mei is a nonprofit organization created to provide a safe and nurturing, high-quality Chinese-English bilingual/bicultural education that promotes early child development, while building a supportive community for families. Wah Mei leadership supports a learning environment for caring staff to provide healthy happy early experiences within well-equipped facilities. Effective January 2020, Wah Mei will build on its over 40 years of experience and assume management of two federally-owned early child education sites, one in the San Francisco Financial District (50+ zero to five-year-old children) and one in the Civic Center (100+ zero to five-year-old children). Wah Mei has an immediate need for the right persons to join our vibrant community.

Position Overview. Wah Mei seeks on-call Substitute Teachers, who will be responsible for working with Lead Teachers, Teachers, Floaters in the absence of regular fulltime teaching staff to provide a caring and safe environment for the children. The substitute teaching staff will work in collaboration with the teaching team to coordinate and implement a comprehensive bilingual and bicultural preschool program using the Inquiry/Project based approach in the classroom to support development in early literacy, gross motor, mathematics, language development, science, art, diversity, and enrichment. Minimally, the Substitute Teacher provides emotional support and interaction with children while providing logistical support to Teachers (i.e., clean up, transition of children, preparing for activities). Competitive hourly pay without benefits commensurate with experience.

Key Responsibilities

- Actively engage in classroom teaching, including reflective interaction with infants and/or preschoolers to provide a physically and emotionally safe and creative learning environment, including individual attention to encourage participation and help each child develop new competencies and learn to interact effectively;
- Support the teaching team to deliver an expansive curriculum that utilizes a variety of educational techniques to improve social competencies, and build self-esteem;
- Manage cleanliness, order, and availability of classroom materials; supervise the transitions to activities, circle time, meals, yard time and other transitions;
- Maintain positive relationships with parents and caregivers by routine communication about their child's health, safety, and developmental growth;
- Perform all other duties as assigned.

Knowledge, Traits and Other Requirements. Wah Mei welcomes applications from persons who have a passion for working with children and have a strong understanding of child development. The ideal Floater loves children, is reliable and flexible, is energetic, works cooperatively with other staff members, and accepts direction and feedback for improvement. Applicants should have strong communication skills and basic computer proficiency. Reliable availability on short notice is important. Cantonese or Mandarin proficiency is a plus. Additionally, the candidate **must:**

- Have at least 12 units of ECE/CD from an accredited institution
- Provide TB and medical clearance
- Pass fingerprint and Federal clearance
- CPR and First Aid Certification preferred
- Be able to engage in active play
- Can lift and carry up to 30 lbs.

To Apply, please send resume and cover letter indicating your interest to hr@wahmei.org. Please include three references, including their relationship to you and how long you have known them.