

JOB DESCRIPTION
SUBSTITUTE TEACHER

Overview

- Location: 800 S Sheridan Blvd Unit A, Denver, CO 80226
- Hours: Anywhere between 7:30 am to 6:30 pm M-F
- Hourly Wage: \$18.00
- Reports To: Program Director

School Description

Westwood Academy is a small program serving toddlers and preschoolers on the Denver/Lakewood border, opening in January of 2023. We are looking for our founding team of early childhood professionals to launch this exciting new program!

We are dedicated to what we call “Progressive Early Learning.” This means that we act in alignment with our values in everything we do. Working at Westwood Academy means joining a small, collaborative team of progressive educators who care about honoring family culture and welcoming all people. We are an LGBTQ+ friendly community and we are excited to welcome diverse people into our program as parents and as employees. We Believe In:

Building Independence

- Food Preparation
- Classroom Care
- Self-Care & Toilet Use

Collaborative Community

- Group Activities
- Being a Helper

Celebrating Family Culture

- Family Led Celebrations
- Lunches from Home
- Family Photos in Classroom
- All Faiths & Cultures Welcome

Kindness & Respect

- All Feelings Are Welcome
- Setting & Honoring Boundaries
- We Respect Our Classroom
- LGBTQ+ Inclusive

Safe Learning Environments

- Clean & Sanitary Classrooms
- Abuse Prevention Culture

Curiosity & Exploration

- Fun Learning Materials
- Engaging Outdoor Learning
- Always Asking Questions

Job Description

Substitute teachers support the classrooms at Westwood Academy when an employee is out. Subs may work in toddler or preschool classrooms and may perform housekeeping duties as well. Substitute teachers are essential to our success and are valuable, integrated members of our community.

Key Duties: Classroom Floater

- Be available for pre-scheduled and short notice need for classroom coverage
- Provide a safe and joyful learning environment for all children
- Closely follow the instructions for classroom routines and expectations provided by each lead teacher
- Follow school curriculum and programming, always in alignment with the school's defined values
- Ensure the daily schedule is followed and that all children have ample opportunities for play, creativity, rest, food, outdoor time, and socialization
- Monitor the Preschool classroom bathroom and ensure children are supported with toileting and changing clothes as needed throughout the day
- Monitor toddlers for signals they need to use the toilet or need a clean pull up, ensure they are changed without delay and their hands are washed before they return to the classroom
- Facilitate a culture of abuse prevention by following all child abuse prevention guidelines and holding colleagues accountable for doing the same
- Maintain all required professional development records and ensure the PDIS system is regularly updated
- Always maintain compliance with childcare licensing and health department regulations

Qualifications

- Assistant Teacher Qualified in the state of Colorado is preferred but not required
- First Aid & CPR Certified
- Clean criminal background check
- Available to start in January 2023

Compensation & Benefits

- Available to work M-F during school hours
- \$18.00 hourly wage
- Paid professional development

Physical Requirements

- Lift and turn carrying up to 50lbs

- Sit on the floor for extended periods
- Lift arms overhead to place or retrieve items from high shelves or cabinets
- Engage in fine motor activity including but not limited to changing diapers, pulling zippers, closing buttons, demonstrating pincer grasp, and using writing utensils and eating utensils
- Spend up to two hours outdoors in cold and hot temperatures
- Reasonable accommodations are available upon request

How to Apply

Please complete the following application for employment: <https://forms.gle/KFYyLQe1PXS219RA>