

Substitute Assistant Preschool Teacher/ After-School Elementary Daycare  
Position Open  
10/21/21

Whittier Friends School  
6726 Washington Ave.  
Whittier, CA 90601  
[whittierfriendsschool@gmail.com](mailto:whittierfriendsschool@gmail.com)  
<http://whittierfriendsschool.org/>

Whittier Friends School is hiring a substitute Assistant Preschool Teacher. The position might sometimes also include hours as Elementary After-School Daycare Substitute. Part-time and full-time positions are offered to our substitute teachers when they become available.

Hours: as needed (at least 3 hours a week)

**Qualifications:**

Knowledge of:

1. Concepts of child development and behavior patterns of preschool and school age children.
2. Practices and methods of instruction, care, and supervision of preschool and school age children.
3. Procedures and practices for maintaining preschool and classroom and playground safety.
4. Simple administrative practices and procedures, including record keeping of student behavior and injury reports.
5. Ways in which play promotes children's development.

## **Qualifications (cont.):**

Ability to:

1. Create and maintain a safe play and learning environment.
2. Assist students with a range of activities including art projects, singing songs, games, puzzles, dramatic play, beginning academics, science experiments, and community building activities and positively encourage all learning in preschool age children.
3. Organize, set priorities, and exercise sound judgment within areas of responsibility.
4. Communicate clearly and effectively both orally and in writing with children, parents, and other staff members.
5. Understand and follow written and oral instructions.
6. Use tact, discretion, courtesy, and patience in dealing with sensitive and difficult individuals and situations.
7. Implement and monitor lessons and activities planned by supervisors.
8. Plan, implement, monitor, and supervise lessons and activities for preschool children.
9. Periodically plan, develop, implement, monitor, supervise, and oversee the after school activities and operations of the daycare area.
10. Model behavior suitable for preschool children including, but not limited to manners, conflict resolution, kindness, and respect of others.
12. Be warm, nurturing, and responsive to children's needs.

## **Education and Special Requirements:**

1. 12 ECE units including 3 units in child/human growth and development, 3 units of child/family/community or child and family relations, and 3 units of program/curriculum required. 3 additional units in adult supervision desirable.
2. 50 days of experience in an instructional capacity in a licensed child care and development program (volunteer experience acceptable).
3. Pediatric First Aid and CPR certification or willingness to obtain certification required.
4. LiveScan fingerprint clearance required (arrangements will be made at time of hire)

Send resumes and/or applications to [whittierfriendsschool@gmail.com](mailto:whittierfriendsschool@gmail.com)