



Job Application for Substitute Teacher

We are a new, nonprofit Montessori preschool located on the East Side of Saint Paul. Our mission statement is: "To create a nurturing school community grounded in Montessori pedagogy, accessible to families of all incomes, that places the needs of the children first." To learn more about our program, visit our website at monarchmn.org.

We are looking for qualified substitute teachers to work both on call and with notice for planned vacation days.

Responsibilities include:

- Supervise children in a safe, healthy, and nurturing classroom environment that supports each child's social, emotional, and intellectual growth and development.
- Encourage and assist in positive social interactions.
- Ensure safety and well-being of children at all times.
- Establish and maintain positive, pleasant, and trusting relationships with parents, respecting their individual needs and maintaining professional and appropriate boundaries.
- Review all medical conditions and needs of the children in the classroom (including allergies) and how to respond to these needs.

Required Qualifications:

- DHS Aide Qualified
- First Aid Certification
- CPR Certification

Preferred Qualifications:

- DHS Head Teacher Qualified
- Early Childhood teaching experience
- Knowledge of Montessori philosophy and pedagogy

Monarch Montessori School is an equal opportunity employer. Compensation based on experience.

Applicants please see CDC recommendations for child care centers during the COVID-19 pandemic:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#Vulnerable>. In adhering to recommendations from public health professionals, Monarch Montessori School provides PPE to staff and will limit the class size to 10 or fewer children for the duration of the pandemic.

If you have any questions, please reach out to Julia at julia@monarchmn.org.

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Name: _____

Telephone Number: _____

Email: _____

Reference: Please include their name, how they know you, their telephone number, and their email address.

Please attach a resume to your application.

Scan your application and resume and email it to julia@monarchmn.org,

OR

Mail it to the following address:

Monarch Montessori School
Attn: Julia Kallmes
1669 Arcade Street N
Saint Paul, MN 55106