

## JOB OPENING ANNOUNCEMENT

**Job Title:** Substitute Teacher (2)

**Report To:** Montessori Teacher

**Department:** Montessori

**Job Vacancy:** YAN-22-003

**Status:** Part-Time; Non-Exempt

**Starting Wage:** \$13.50

**Opening Date:** 01/10/2022

**Closing Date:** 01/21/2022

### **POSITION DESCRIPTION:**

The Montessori Substitute Teacher provides support to the Montessori Teacher and assist in the daily implementation of the Montessori lessons and activities. The Substitute Teacher maintains peace and order in the classroom and guides children through modeling and example in the absence of the Montessori Teacher Assistant or Outdoor Assistant.

### **QUALIFICATIONS:**

- High School Diploma
- Montessori training or practical experience preferred
- Recent verifiable experience in a classroom setting
- Demonstrated ability to work with children
- Willingness to be trained in the Montessori method and philosophy
- Gardening skills
- Ability to work successfully as a team member
- Valid Arizona Fingerprint Clearance Card
- CPR/First Aid Certification
- Must have a valid Arizona driver's license and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment

### **DUTIES AND RESPONSIBILITIES:**

#### **Outdoor Environment:**

- Maintains a clean, safe and healthy outdoor environment
- Management and care of the school's garden and equipment
- Implement a variety of age and ability appropriate lessons or activities
- Guides children to appropriate outdoor and gardening activities
- Supervise and assist children in the outdoor environment
- Responsible for the arts and crafts activities related to holidays or local school projects

**Classroom:**

- Support the work of the Montessori Teacher
- Assist the teacher during class time by redirecting children to work and aiding children who need help
- Monitor children while teacher is giving lessons
- Works with individual or small group of children
- Assist in maintaining a clean, safe and healthy classroom environment
- Shares the responsibility for the safety and physical well-being of the child
- Helps the teacher make materials and plan activities
- Transport children to fieldtrip destinations
- Attends staff meetings (if needed)
- Other duties as assigned

**Physical Requirements**

The employee must occasionally lift and/or move up to ten (10) pounds or more. Specific vision abilities required by this job include; close vision, distance vision, peripheral vision, depth perception and ability to focus. The noise level in the environment is typical of an office setting.

While performing the duties of this job the employee is required to; sit, talk or hear, stand, walk, use hands to fingers, handle or operate objects, tools to control and reach with hands and arms.

**How to apply: Please submit your resume and application to:  
Yavapai-Apache Nation / Human Resources  
2400 W. Datsi / Camp Verde, AZ 86322  
P: 928-567-1062 / Fax: 928-567-1064  
[www.yavapai-apache.org](http://www.yavapai-apache.org)**

**INDIAN PREFERENCE:**

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND  
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE  
FINGERPRINTING**