

## **JOB OPENING ANNOUNCEMENT**

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

**Report To:** Montessori Teacher

**Department:** Montessori

**Job Vacancy:** YAN-25-67

**Status:** Part-Time; On-call

**Starting Wage:** \$16.00 per hour

**Opening Date:** June 9, 2025

**Closing Date:** June 23, 2025

### **POSITION DESCRIPTION:**

The Substitute Teacher provides support to the Teacher and Teacher Assistant 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 Teacher Assistant or Outdoor Teacher 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

### **DUTIES AND RESPONSIBILITIES:**

#### **Outdoor Environment:**

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

#### **Classroom:**

- Supports the work of the Montessori Teacher
- Assists the teacher during class time by redirecting children to work and aiding children who need help
- Monitors children while teacher is giving lessons
- Works with individual or small group of children

- Assists 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
- Attends staff meetings
- 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**