



We have openings at the Jewish Community Center for **Substitute Teachers** at our Chesterfield and Creve Coeur locations. Our center is open Monday-Friday, 7:00a to 6:00p. Hours are on an as needed basis and applicants must be available to work during our hours of operation.

**Overview:**

The J's Early Childhood Program is accredited by the State of Missouri and licensed by the Missouri Department of Health and Senior Services. We use the Project Construct Curriculum Framework and focus on character-development, value-driven programming for our students. We provide care for children ages 6 weeks – 5 years of age in a safe, warm, nurturing environment that helps children feel good about themselves and the world around them.

**Responsibilities:**

- Set up, take down, and clean classroom as necessary.
- Maintain a safe environment for the children at all times.
- Assist and or lead activities for the children following the lesson plans for the week.
- Follow all Missouri licensure and JCC guidelines in the course of your work.
- Perform anecdotal record keeping, for example, daily observations, injury reports, parent inquiries, etc.
- Communicate professionally with parents and coworkers. Maintain a professional attitude at all times.
- Communicate and interact appropriately with children.
- Attend in-service workshops, conferences, staff meetings, and special events as required.
- Earn 18 continuing education credits per year.
- Incumbent in the position is required to become First Aid and CPR certified upon hire (training provided) and certification must be kept current.
- Maintain a neat and clean appearance.
- Be punctual and maintain good attendance.
- Other duties as assigned by supervisor.

**Qualifications:**

- Minimum age of 18 is required.
- High School Diploma (or GED) required.
- Must meet educational requirements for position as set by Missouri Accreditation. Current requirements can be found at [www.moaccreditation.org](http://www.moaccreditation.org)
- College degree in Education or related field is preferred.
- Prior experience working with children is required.
- Prior experience in a school or educational setting is preferred.
- Training and experience using the Project Construct Curriculum Framework is preferred (or training will be provided).
- Training and experience using Conscious Discipline is preferred (or training will be provided).
- Must be proficient with computers, including Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Access).
- Strong written and oral communications skills.
- Demonstrated customer service skills.

- Demonstrated ability to work within a team environment.
- Must possess strong organizational skills and ability to multi task in a dynamic environment.
- Able to physically stand, walk, bend, stoop, kneel and lift children up to 50lbs.
- Able to accompany children outside to playground, to gym class, and to swim class (teachers are in the water).

**Teachers are required to become registered with the MO Family Care Registry. Active registration must be maintained for employment at our center. Annual TB testing and current Hepatitis A vaccinations are required per state regulations.**

To learn more about the J, please see our website: [www.jccstl.org](http://www.jccstl.org) .

To apply for this position, please submit your cover letter and resume to [careers@jccstl.org](mailto:careers@jccstl.org) . Please identify which position (substitute teacher) you are applying for in the subject line of your email. Please indicate your location preference as well. Our application is available for printing from the employment section of our website, please note this is not an online form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program.