



## Substitute Teacher *Child Development Center*

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### **Position Summary**

The Occidental College Child Development Center serves children 2-5 years of age. It is a developmentally-appropriate, play-based, full-day program. The Substitute Teacher will report to the Director. The Substitute Teacher will work with classroom teachers to supervise children and facilitate the daily schedule of activities. This is an on-call position, to assist when one of our classroom teachers is absent.

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### **Summary of Duties and Responsibilities**

The Substitute Teacher's Duties and Responsibilities will include the following:

- Working with other teachers to ensuring the safety of children
- Providing supervision and support for children throughout range of daily activities
- Collaborating with other teachers to provide enriching play and learning activities for children
- Assisting children with toileting/diapering

### **Qualifications**

- Minimum of 12 semester units in Child Development/ECE, including core courses of: Child Growth & Development, Child, Family & Community, and Curriculum. AA (or higher) degree in Child Development or Early Childhood Education preferred.
- Experience in an early childhood education classroom setting (minimum of 1 year of experience).
- Must have general knowledge of Title 22 Regulations.
- Must understand how to facilitate play-based learning and support children's healthy social and emotional development.
- Must support an attitude that every child has the ability and opportunity to succeed in all areas.
- Must have effective oral and written communication skills.
- Must be willing and able to assist in all center duties.
- Up to date CPR and First Aid certification preferred.

### **APPLICATION INSTRUCTIONS**

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to [resumes@oxy.edu](mailto:resumes@oxy.edu).

### **ADDITIONAL INFORMATION**

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly

committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources ([hr@oxy.edu](mailto:hr@oxy.edu)).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.