Substitute Teacher
Child Development Center

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 Center is open 7 a.m. to 6 p.m. The Substitute Teacher will report to the Director. This role includes serving as the substitute teacher when a teacher cannot be present. The Substitute Teacher will work with classroom teachers and aides to supervise children, set up activities, facilitate indoor and outdoor play, serve meals and snacks, assist with toileting/diapering, etc.

Must have a minimum of 12 semester units in Child Development/ECE, with one course in General Child Growth & Development, one course in Child, Family & Community, one course Curriculum, and one additional Child Development course.

Summary of Duties and Responsibilities

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

- Working with other teachers/aides to ensure the safety of children
- Providing supervision of children and supporting children during both outdoor and indoor play and assisting children through transitions
- Setting up and cleaning up activities
- Serving children meals and snacks
- Helping children with toileting/diapering

Qualifications

- Must have experience in early childhood education in a school/classroom setting.
- CPR and First Aid training is required and must be up to date.
- Must have general knowledge of Title 22 Regulations.
- The teacher must support an attitude that every child has the ability and opportunity to succeed in all areas.
- Must use effective oral and written communication skills.
- Teacher must be willing and able to assist in all center activities.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu and ldrew@oxy.edu write “Teacher Resume” in the subject heading.
Satisfactory completion of a background check is 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.

We will consider for employment all qualified Applicants, 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.