



Substitute (for teachers and teaching assistants, French & English) Grade PK to 5th

MISSION

Guided by the principles of academic rigor and diversity, French American + International offers programs of study in French and English to prepare its graduates for a world in which the ability to think critically and to communicate across cultures is of paramount importance.

OPPORTUNITY

Working at French American + International opens up a myriad of opportunities – both personal and professional. Critical to our Strategic Plan in creating a **proud, engaged** community, we appreciate our faculty and staff by fostering a community of ongoing **learning, respect** and **collegiality**.

It is also of paramount importance to us that we continue to foster an environment of **diversity, equity** and **inclusion** as we build a school community of individuals who are an actual representation of the world we live in.

POSITION OVERVIEW

This position is a substitute position as a teacher's aide or a teacher in our Lower School and our Early Childhood Education Center also known as the Maternelle. The position will begin as soon as possible and will last as long as you are available. Your role will be to cover for faculty absences and you will be working in several grades across the school

KEY RESPONSIBILITIES

- Appropriately supervise children while keeping them safe at all times
- Assist the teachers and assistants in the organizational and material aspects of the class
- Lead the work of some student group activities
- Support the teachers' pedagogical methods and comply with the school philosophy
- Read the lesson plan made by the teacher and master the goals and directions before taking charge of a group of students
- Facilitates the well-being and attention of the students to learn, watches over their physical and emotional safety
- Prepare the necessary materials for the students' arrival each morning and for various group activities and projects
- Prepare and supervise the distribution of snack to the children
- Assist in putting away the children's work in their personal files each week
- Assist in displaying and posting students' work
- Take the necessary initiatives to ensure the classroom is clean and organized at the end of the day
- Maintain collective educational materials (games, psychomotor equipment/toys) in good condition

SKILLS AND QUALIFICATIONS

- Be proficient in the language of teaching (French and/or English)
- Experience working with children
- Bachelor's Degree
- Certified in early childhood education or currently working towards the completion of one: at least 6 Early Childhood Education Units (12 would be a plus)
- CPR & First Aid certified or obtain certification upon hire
- Be mentally and physically capable of caring for a large group of children alone in a classroom
- Have an awareness of the unique needs of young children and have appropriate expectations of their abilities
- Be able to kneel, bend, squat, lift, push, pull, and carry children up to 70lbs
- Possess a strong work ethic, be punctual, and have minimal absences

Please send your cover letter and resume to Maternelle Principal, Cecile Kombrza: cecilek@frenchamericansf.org and assistant principal Frank Gendre frankg@frenchamericansf.org