



### **Substitute Specialist**

Childpeace Montessori School is seeking a Substitute Specialist to work a minimum of 25 guaranteed hours per week in our Toddler Community, Children's House (primary), and Elementary programs, to include early morning care and aftercare. Substitute shifts will be scheduled Monday through Friday, between 7:15am and 6:00pm. This person will be strategically placed in our classrooms alongside regular staff members to provide staffing for sick calls, planned leaves, weekly meetings, and event childcare. The position is hourly, non-exempt, and eligible for our full benefit package, including medical, dental, and vision insurance.

The Substitute Specialist follows Montessori best practices while working collaboratively in a professional Montessori community. Our ideal candidate is Montessori-trained and experienced at the A-I and/or Primary levels. We will consider applicants with either Montessori training or extensive experience working with young children in a certified childcare setting. The wage range for a Montessori-trained and experienced substitute is \$19.00 to \$24.00 per hour. For applicants without Montessori training and experience, but with extensive experience working with children, the wage begins at \$16.00 per hour.

Requirements upon hire:

At least 18 years of age

Current enrollment in the Oregon Office of Child Care (OCC) Central Background Registry (CBR)

Within 30 days must obtain:

Pediatric CPR/First Aid Certificate

Food Handler Certification

Recognizing and Reporting Child Abuse and Neglect (RRCAN)

Introduction to Child Care Health and Safety (ICCHS)

Prevention is Better Than Treatment (PBTT)

We are located in urban NW Portland and easily accessed by bike and public transportation. Childpeace supports our staff with a competitive salary structure and benefits package, a program rooted in AMI standards, a commitment to professional development, beautiful and well equipped classroom environments, strong administrative support, and a dynamic working community of Montessori professionals.

Interested applicants are invited to email the following to [humanresources@childpeace.org](mailto:humanresources@childpeace.org):

- A cover letter describing where you are in your professional journey and why you are interested in this job
- Your resume detailing training and experience
- two references with names, how you are connected to them and contact information

\*No phone calls please.

Childpeace Montessori School does not discriminate on the basis of race, color, national or ethnic origin, sexual orientation, gender identity, religion, physical or mental ability, or any other status protected under local, state or federal laws in the admission of otherwise qualified students or in the administration of its educational policies or programs, hiring, or employment practices.