**SUBSTITUTE TEACHERS/INSTRUCTIONAL ASSISTANTS (IA)**

**(For Preschool serving 3-5 year olds)**

**EMPLOYER**: The Center: Resources for Teaching and Learning/Early Childhood Block Grant

**ISBE CREDENTIALS REQUIRED:**

* Teacher Subs: Sub License
* Instructional Assistant: Educator License with Stipulations for Paraprofessional - ELS(Para)
  + Employer can assist with obtaining this credential

**QUALIFICATIONS:**

* Must be available a minimum of 3 days per week
* Must be able to travel to any of the 22 classrooms, which are currently located in Rolling Meadows (12), Palatine (5), Prospect Heights (2), Arlington Heights (2), Mt. Prospect (1).
* Must have good communication skills and be able to respond to requests for subbing in a timely manner.
  + Personal cell phone number and the ability to receive texts will be needed. The information will be included on a substitute list that is distributed to all staff for reference as needed.
* Interest and/or experience working with preschool age children
* Physical capacity to support preschool children in their learning environment (sitting, standing, movement activities).
* Reliable transportation to assure arrival 15 minutes prior to class start.
* Bilingual/Spanish applicants preferred

**JOB DESCRIPTION:**

* Teacher subs will follow the teacher lesson plan that will be provided.
* IA subs will assist teacher in implementation of ECDEC curriculum model in a classroom.

**PAY/BENEFITS:**

* Teacher Pay is $136/day
* IA Pay is $90/day
* No benefits are associated with this part-time, as needed position. The Center is not a TRS eligible agency.
  + Exception: Any sub that works more than 600 hours per year must be enrolled in The Center’s pension plan through TIAA-Cref.

**INTERESTED PARTIES: Please Send Resume and Cover Letter to** [**ecdecjobs@ecdec.org**](mailto:ecdecjobs@ecdec.org)