

**ST. MARY VILLA CHILD DEVELOPMENT CENTER
POSTING ANNOUNCEMENT**

Substitute Teacher

St. Mary Villa Child Development Center, a Three Star rated facility, is seeking candidates for the position of Substitute Teacher at our child development center located at 1704 Heiman Street, Nashville, Tennessee, 37208. The hours for this position vary depending on need. The work week is Monday through Friday.

Primary functions are: To enrich the lives and development of the children entrusted to us for their daily care.

Education/Experience:

- High School diploma or equivalent.
- Knowledge and experience teaching in a day care setting.

Other Skills or Requirements:

- Prior experience with supervising children in the classroom, on the playground, and other areas throughout the facility.
- Prior experience with supervising children individually and in small groups to help reinforce their learning experience.
- Excellent verbal and written communication skills.
- Friendly, congenial, and professional manner while interacting with families and guests.
- Must remain actively engaged with the children throughout the day using positive guidance and interacting with them on their level.
- Good organizational skills with attention to detail.
- Ability to follow directions and willingness to be flexible.
- Ensure children are using all equipment/materials correctly and safely.
- Ability to follow all Department of Human Services as well as Agency guidelines and procedures.
- Ability to observe and record student performance as it relates to their educational goals.
- Dependable with regular work attendance.
- Ability to maintain a high level of confidentiality and respect the security of the facility.
- Successful completion of a criminal background.
- Willing to become CPR and First Aid certified

Competitive salary with excellent benefits package. Please email cover letter (detailing how candidate meets posted minimum requirements) with salary history and resume to Clarie Givens at Clarie@stmaryvilla.org

POSTING DATE: August 13, 2018

DATE AVAILABLE: August 13, 2018

Catholic Charities of Tennessee, Inc. is an equal opportunity employer. All applicants with disabilities will not be discriminated against because of their disability. EEO/VEVRAA prohibits discrimination of protected veterans under Section 503.