Early Childhood Education Substitute
Job Announcement

SUMMARY:
Do you seek an environment that encourages everyone to grow to their fullest potential? Are you a people person with strong attention to detail? Are you passionate about building a more just society by empowering Latinas to lead? Join the Adelante Mujeres family and become part of a growing organization providing award-winning programming and holistic services to more than 13,000 Latina women and children annually in Oregon. Adelante Mujeres means "women rise up" and the women and girls in our program are doing just that! With your help, we can build the next generation of Latinx leaders. Located in Forest Grove, Oregon and founded in 2002, Adelante Mujeres is known for innovative responses to community concerns.

RESPONSIBILITIES:
As part of the Early Childhood Education (ECE) Team, the Substitute is responsible for developing strong nurturing relationships with children and forming a strong working relationship with their fellow teachers. The ECE Substitute will work in partnership with other teachers and the ECE Manager and ECE Coordinator to implement the daily operations of the ECE program and to ensure each child’s safety, health, and development in accordance with each child’s needs and abilities. The ECE Substitute will utilize best practices to provide appropriate services to children. They will comply with Adelante Mujeres and state Head Start Performance Standards, Policies and Procedures, and Oregon Childcare Division regulations in full day care centers, as well as Hillsboro School District policies and procedures. The ideal candidate will be inspired by and fully committed to Adelante Mujeres’ vision and mission and have a history of working with young children.

Through working with Adelante Mujeres, employees can receive their Infant/Toddler CDAs at no cost to them. It is a great opportunity to get the experience needed to start a career in Early Childhood Education. The substitute reports to the ECE Manager.

- Maintains a well-managed, child-oriented learning environment which is safe, healthy, interesting, attractive, and responsive to the social/emotional, physical, cognitive, and language development of each child
- Promotes quality childcare services for the benefit of children and families
- Maintains confidence and protects program operations
- Maintains positive team relations
- Ensures equipment and supply inventory maintenance
- Provides emergency services as a Mandatory First Responder

QUALIFICATIONS:
We recognize that there are multiple expressions of professional readiness. When we review applications, we take a comprehensive look at each applicant. Our goal is to assess your unique strengths. The ideal candidate has many of the following skills and experience:

- A passionate commitment to the goals and mission of Adelante Mujeres and support for immigrant and BIPOC communities
- 6 months’ experience teaching children ages 0 - 5
- High School Diploma, GED, or Diploma de Educación Secundaria preferred
- Access to reliable transportation to travel between Adelante’s Early Childhood Education classrooms in Forest Grove, Cornelius and Hillsboro as directed by Supervisor
- Bilingual English/Spanish preferred
- Ability to work with low-income Latino families
- Passionate about education, social justice, women’s empowerment and the environment

Additional Requirements:

- Proof of Criminal Background Registry enrollment required
- Certification or Accreditation: CPR/First Aid Certification and Food Handler Certification within first 30 days of employment
- Online trainings: current Recognizing and Reporting Child Abuse and Neglect (RRCAN), Safe Sleep, and Introduction to Child Care Health and Safety (ICCHS) http://campus.educadium.com/OCCD/

**Salary & Benefits:**

- Salary range: $18.21 - $19.96 depending on qualifications
- Classification: On call
- Benefits: Sick leave: accrued at 1 hour per 30 hours worked, holidays: prorated based on hours worked
- Opportunity for broad and impactful work with a visionary, growing organization

**Reports To:** Early Childhood Education Coordinator

**To Apply:**

Please submit a job application or the following material electronically (PDF preferred) to educationjobs@adelantemujeres.org (no phone calls, please)

- A one-page cover letter clearly outlining your qualifications, experience and interest in the position and Adelante Mujeres
- A resume detailing relevant experience, qualifications, work history, education and accomplishments
- Three professional references may be requested later in the hiring process

Thank you for your interest in employment at Adelante Mujeres. We will be contacting the applicants that meet our Required Qualifications and whose applications indicate a strong combination of relevant experience and desired qualifications and skills.

**Closing date:** Open until filled  **Anticipated start date:** Open until filled

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**Adelante Mujeres is an equal opportunity employer and does not discriminate on the basis of sex, race, color, religion, sexual orientation, national origin, cultural heritage, ancestry, political belief, age, marital status, pregnancy, perceived pregnancy, childbirth, breastfeeding, or any related medical condition, physical or mental**
disability or veteran status in accordance with applicable federal and state laws. Adelante Mujeres is compliant with the American with Disabilities Act and we are committed to making special accommodations for your interview or work as a member of our team. If specific accommodations are needed, please notify hr@adelantemujeres.org and we will work to accommodate your needs.