

On-Call Teacher & Assistant Positions

Job Description: On-call (or substitute) staff are assigned to work in the absence of a regular teacher or assistant. The ideal candidates should have a positive attitude, good work ethic, willingness to learn, be able to work well with peers, and have good supervision skills. Previous experience working with preschool or school aged students is desirable.

Schedule & Pay: The hours that on-call staff will work will depend on the week and our staffing needs. In the case of a teacher or assistant's absence due to sickness, emergency, or vacation, on-call staff may be called in to work as a substitute. Working hours may vary Monday through Friday between the hours of 8:30 AM - 6:30 PM. Pay rate depends on education and experience.

Responsibilities:

- Providing a warm, loving, interactive, and nurturing environment for our students. Our goal is to help each child to develop physically, emotionally, socially and cognitively
- Providing safe, fun, educational, and recreational activities
- Supervising indoor and outdoor play activities
- Providing homework assistance (After School Program)
- Using conflict resolution strategies to solve problems between students

Qualifications:

- Applicants must have reliable transportation and be able to successfully pass a background check.
- Excellence in interpersonal relationships and communication
- A passion for working with young people
- A desire to collaborate with peers and supervisor
- Training in conflict resolution is not required, but highly desirable
- Fluent in Chinese Mandarin is a plus



SUNSHINE SCHOOL

PH: 408.839.3364 | EMAIL: HR@MYSUNSHINESCHOOL.COM