

Germanic-American Institute
301 Summit Avenue, St. Paul, MN 55102



Title of position: Substitute Preschool Teacher

Location: Kinderstube German Immersion Preschool, St. Paul location (GAI) and Minneapolis location (Mayflower Church)

Average hours per week: varies

Full-time or part-time: part-time, exempt

Schedule: As needed during program hours 7:30 a.m. - 4:30 p.m.

Start date: Immediately. Training and fingerprinting required prior to contact with children.

Starting pay range: \$16 - \$19/hr (depending on education and/or experience)

Reports to: Director of Kinderstube

Date position closes: November 7, 2022

Organization Overview:

The Germanic-American (GAI) Institute is a Minnesota non-profit organization, located on historic Summit Avenue in St. Paul. The GAI is the most prominent center for German language and culture education in the United States, and our mission is to connect people to a broader world through German language and culture. We operate two German Immersion preschools, a Saturday school, summer camps, and adult language classes for every level, in addition to producing a wide array of cultural programs throughout the year. The GAI is also a Goethe-Institut proficiency exam testing center and sanctioned *Kulturgesellschaft*.

Position Overview:

Join our team of creative and supportive early childhood and German language immersion professionals. Our preschool program provides high quality, early childhood education with a focus on social-emotional development and language acquisition for young children in a German immersion environment. We have a team with diverse professional backgrounds, and we are supportive of individuals seeking further education in Early Childhood Development. You can learn more about our preschool at www.kinderstubepreschool.org.

Job Duties/Responsibilities:

- Respond to substitute requests promptly and consistently.
- Available to monitor requests early in the morning.
- Adaptable
- Create a safe, nurturing, child-centered environment.
- Follow MN state preschool licensing regulations and Kinderstube policies regarding children's health, safety, behavior, and learning progress.
- Work cooperatively with colleagues.
- Implement weekly thematic curriculum activities to meet the Kinderstube educational and developmental objectives.

- Communicate in a professional demeanor with classroom teachers regarding the child's

activities, behavior, social interactions, and any health or other concerns.

- Assist with daily cleaning, assist students with routines and transition times.
- Ensure that daily classroom order and cleanliness is maintained and a pleasant and welcoming environment is provided.
- Attend occasional staff meetings and required trainings.

Required Qualifications:

- Teachers should be advanced or native German speakers and have a love of German language and culture.
- Post high-school education required.
- CPR and first aid certification or willingness to obtain within 90 days of hire date
- Complete required number of yearly inservice hours
- Ability to participate fully in activities requiring frequent bending, lifting of up to 40lbs, playing and sitting on the floor or small chairs.
- Experience working with young children ages 3-5 years old

Preferred Qualifications:

- Degree in Early Childhood Education or Child Development, Elementary Education, Music Education, Art Education, Theater/Drama, Psychology, Social Work, German Studies, Fine Arts.
- Experience with Social-Emotional Learning programs, Reggio- Emilia approach and/or Anti-bias approach

Ideal Candidate: The ideal candidate possesses a positive attitude, a caring personality, a genuine love of children, is flexible and dependable, a great team player, eager to learn new things, willing to work hard, loves to have fun and can lose themselves in play.

Directions for Application: Send a cover letter and resume to Kinderstube Directors Emily Ruggles Johnson and Lisa Ragan at preschool@gaimn.org. Interested candidates are encouraged to apply as soon as possible..

Work Environment & Culture: The Germanic-American Institute is in an exciting phase of visioning and growth. The annual operating budget has increased three fold in the past 10 years and is currently \$1.3 million. The GAI Board of Directors and Staff has set a vision for advancing as the premier center for German language and cultural education in the United States. Candidates with a strong background or interest in German culture will find the position especially rewarding.

Working at the GAI allows for generous creativity, professional development, and the strong sense of contributing to the growth and advancement of a leading cultural institute. We have a small, hardworking and passionate team who enjoys good food, good coffee, and achieving great results.

At the GAI, we believe in and follow the following principles:

- Work-life balance, which includes flexible schedule options, healthy time-off and vacation options
- Stellar service to all organizational stakeholders
- Developing a sense of community among all who engage at the GAI
- Working with staff to capitalize on their strengths and interests and giving them the latitude to be creative in achieving results-oriented success.