



Job Title: Substitute Teacher
Kinderstube German Immersion Preschool

Location(s): St. Paul (Germanic-American Institute, 301 Summit Ave) and/or Minneapolis (Crescent United Church of Christ building, 106 E Diamond Lake Rd)

Start date: immediate / ongoing

About the Germanic-American Institute (GAI)

The Germanic-American 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. Our mission is to connect people to a broader world through German language and culture. We operate a comprehensive adult-language education program, two German immersion preschools, a Saturday school for kids, and summer camps. 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.

About Kinderstube German Immersion Preschool

Our preschool program provides an early childhood education to young children in a German-speaking environment. We operate Monday through Friday from 7:30 am - 4:30 pm.

Preferred skills

- Candidates ideally possess German speaking abilities and have experience working with young children ages 3-5 years old. Non-German speakers will be considered if the candidate has previous childcare experience.
- Accreditation in Early Childhood Education or Child Development is a plus.
- Candidates must possess a genuine love for children ages 3-5yrs old.
- Candidates must have regular availability during hours of operation, and must have some flexibility to respond to substitute teaching requests with short notice.

Required Qualifications

- Authorized to work in the USA
- Post high-school / college education
- Regular availability to work weekdays between the hours of 7:30 - 4:30 pm

Primary Responsibilities

- Help 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
- Assist lead teachers with daily activities
- Assist in the implementation of a weekly thematic curriculum to meet the Kinderstube educational and developmental objectives (no lesson planning required)
- Communicate in a professional demeanor with parents regarding child's activities, behavior, social interactions, and any health or other concerns on a daily matter
- Assist with daily cleaning, snack preparations, student attendance and transition times
- Ensure that daily classroom order and cleanliness is maintained and a pleasant and welcoming environment is provided
- Assist students with daily personal needs

Starting Pay

\$17-\$21 / hr (Depending on experience)

How to Apply

Send resume and cover letter to preschool@gaimn.org with the subject line: **Substitute Teacher**. For more information about our program visit our website at www.gaimn.org/kinderstube/

Equal Opportunity Employment

The Germanic-American Institute is committed to acknowledging, addressing, and dismantling practices which impede progress. We are actively seeking a diverse pool of candidates, and we welcome all applicants regardless of race, color, religion, national origin, sex, age, disability, sexual orientation, or ancestry. The Germanic-American Institute is an equal opportunity employer, committed to fostering an inclusive environment. EEO/W/M/Veteran Disability