BITTERROOT EARLY LEARNING NETWORK

Nurturing Minds, Connecting Communities

Substitute Teacher

Position Profile



Bitterroot Early Learning Network (BELN), a 501(c)3 nonprofit organization, is dedicated to serving the Bitterroot Valley. At BELN, we operate as a collective, governed by a Board of Directors. As a nonprofit, we do not retain profits; instead, all income generated is reinvested back into its programs.

Mission Statement

The mission of the Bitterroot Early Learning Network (BELN) is to empower children and families within a secure, respectful, and celebratory learning environment, while strengthening our wider community.

Vision Statement

We envision a future where each family within our community is empowered to thrive and flourish in a world of continuous change. Our safe and nurturing educational programming is a cornerstone of respectful relationships, and we champion the celebration of everyday life. Together, we aspire to build a stronger, more inclusive community that supports and uplifts all its members, fostering growth, resilience, and shared success.

General Purpose

BELN is a nonprofit organization sustained by the dedicated support of its staff and community. We are committed to providing inclusive early learning services and educational programs that empower children and families and local businesses. At BELN, we uphold principles of diversity, equity, and inclusion, ensuring that individuals are welcomed and valued regardless of income, sex, gender, race, color, national or ethnic origin, creed, or disability.

Core Values:

- **Place-Based Education**: Our organization prioritizes Place-Based Learning to enrich education and support services, forging a strong bond between children and their local environment. This approach nurtures a sense of belonging, instills community commitment, and empowers children to become responsible, engaged citizens.
- **Family First**: Recognizing families as crucial in a child's holistic development, we offer steadfast support, valuable resources, and educational opportunities for parents and caregivers. Our family-centric approach encourages active participation in children's growth, acknowledging families as primary educators.
- **Advocate:** Our advocacy for quality care stems from the belief that accessible, high-quality care is vital for children's well-being and local economic growth. We aim to ensure every child has safe, enriching care opportunities, advocating for affordable options to enable parents' workforce participation.

Position Overview

The Substitute Teacher provides classroom support in the absence of regular teaching staff, ensuring a safe, nurturing, and engaging learning environment for young children. This role involves following daily routines, supporting play-based and nature-inspired learning, and maintaining a caring, responsive atmosphere that aligns with BELN's mission to center children and families. Substitutes may work with infants, toddlers, or preschoolers depending on program needs.

Location: Evergreen Kids Corner 201 S. 8th St. Hamilton, MT 59840 and Evergreen Saplings 1009 South 5th St Hamilton, MT 59840

Schedule:

- We are flexible and able to meet your needs. Only able to sub certain times and days? Perfect! We appreciate any helping hand that loves children and nature.

Key Responsibilities:

- Adhere to curriculum and teaching philosophy.
- Accept and uphold the goal of BELN's Programs to be outdoors, hands-on, active, outgoing, and parent & community involved.
- Assist in classroom preparation and student activities.
- Assist in cleaning and sanitization of toys and materials and school.
- Focus on positive reinforcements of appropriate behaviors. A safe and positive learning environment will be provided for all of the students.
- Have a current CPR/First Aid card, undergo state-licensing training, up to date background check, account with MTECP, and versed in our procedures in place to deal with any emergency situation that may arise.
- Record hours worked each day prior to leaving the school.
- Communicate regularly with, and provide updates to leadership when requested.
- Interact professionally with the community on the many field trips the children will take.
- Be able and willing to get dirty and active with the children, as the programs consist of exploring our outdoors and community. (River, surrounding parks, splash pad, local hiking trails etc.)

Additional Responsibilities:

- Be an active member of our overall non-profit organization, supporting the larger mission and vision.

Qualifications:

- A high school degree is required.
- Proven experience in working with children.
- Strong organizational skills, attention to detail, time-management and the ability to manage multiple tasks efficiently.
- Ability to follow through on projects and strong reliability standards.
- Excellent communication skills, with proficiency in engaging diverse audiences.
- Discretion and confidentiality are paramount.
- Passion for early childhood education and community development.
- Above all, we seek someone who can contribute effectively to our close-knit, supportive team, working with people and organizations of diverse backgrounds, experiences, and cultures. If you are interested in community impact, we would like to encourage you to apply.

Compensation and Benefits:

- Pay starting at 15.00/hr commensurate with experience and education.
    - Additional incentive pay opportunities for regular substitutes.
- Comprehensive benefits package including:
    - Many Paid Professional Development Opportunities
    - One-On-One Coaching

Diversity and Inclusion: At BELN, we are dedicated to building a diverse, inclusive, and authentic workplace. We encourage candidates from all backgrounds to apply, especially those who are passionate about making a difference in the lives of children and families.

<u>If your experience doesn't align perfectly with every qualification, we still want to hear from you!</u>

Application Process: To apply, please submit your resume and a cover letter detailing your interest and qualifications for the role to explore@beln.org.

<u>Position Open Until Filled.</u>



