



CHMX Bilingual Substitute Teacher

A world where poverty does not limit potential!

Christel House is an international nonprofit organization whose mission is to prepare graduates to achieve upward economic mobility, demonstrate good citizenship, and become empowered to identify and realize their goals, dreams, and human potential. We provide a comprehensive program that includes education from preschool through high school, character development, health care, nutrition, family support, career guidance, and job placement.

Christel House Mexico also promotes the development of thinking and life skills, emphasizing English language acquisition, critical thinking, creativity, and recreational activities.

Mission of the role:

The Substitute Teacher is responsible for ensuring continuity in the educational process during the absence of the lead teacher, maintaining a safe, structured, and developmentally appropriate learning environment for preschool students. Through the implementation of pre-planned activities and appropriate teaching strategies, the substitute teacher sustains classroom routines and supports the academic, social, and emotional development of learners.

The primary objective is to ensure the continuity of learning and the overall wellbeing of students, in alignment with institutional guidelines and the school's educational model.

Key Responsibilities:

Include the following.

- Follow and implement the lesson plans provided by the lead teacher.
- Maintain the daily classroom routine, ensuring consistency and structure.
- Supervise and ensure the safety and wellbeing of all students at all times.
- Deliver age-appropriate and engaging learning activities.
- Manage classroom behavior using positive discipline strategies.
- Assess children's progress through observation, checklists, portfolios and anecdotal records; report progress to academic coordination.
- Adapt quickly to different groups, ages, and classroom dynamics.
- Foster a respectful, inclusive, and collaborative classroom environment
- Document and report any incidents or relevant observations to school staff
- Assist in the support and monitoring of students with academic lag
- Assist learners with personal care routines, including toileting, feeding, and hygiene when appropriate.
- Assist with school activities and additional tasks as needed
- Collaborate with teaching and administrative staff
- Participate in academic meetings, professional learning communities and improvement processes related to the school's educational model.
- Maintain clean, safe, and organized classroom spaces and materials.
- Maintain accurate learner attendance records and administrative documentation.



- Adhere to all organizational policies, procedures, safeguarding standards, and code of ethics.
- Perform additional duties as assigned by school leadership.

Requirements

The Substitute teacher should demonstrate the following:

- Understanding of early childhood development principles
- Knowledge of play-based learning and active teaching methodologies
- Ability to follow lesson plans and established classroom routines
- Strong classroom and behavior management skills
- Flexibility and adaptability to different classrooms and teaching environments
- Ability to maintain a safe, organized, and positive classroom environment
- Strong communication skills
- Ability to respond effectively to unexpected situations
- Multilingual ability (English and Spanish) required for the designated Substitute teacher
- Commitment to ensuring the safety, wellbeing, and development of students

Skills required

- Effective Communication Skills
- Classroom management
- Child Development and Learner Engagement Skills
- Computer and Basic Administrative Skills
- Active Listening Skills
- Organization and Planning
- Adaptability and flexibility
- Problem solving skills
- Teamwork
- Decision-making
- Emotional regulation
- Responsibility and punctuality
- Professionalism and Ethical Conduct
- Time Management

Education / Experience

- Bachelor's Degree in Preschool Education with official diploma and professional license **(Required)**
- English proficiency: minimum B2-C1 (CEFR), demonstrable through a valid certification (e.g., Cambridge, IELTS, TOEFL or equivalent) **(Required)**
- Methodology Certification such as TKT or ICELT
- Desirable: formal training or courses in CLIL, Teaching English to Young Learners (TEYL), project-based learning or active methodologies.
- Minimum three (3) years relevant experience in early childhood education **(Required)**
- Experience working with young learners in structured ECD environments **(Required)**
- Studies or certifications in Child Development / Early Childhood Education **(Preferred)**
- Additional training in early childhood, socio-emotional development, or active learning methodologies (Montessori, Reggio, Project-Based Learning, etc.) **(Preferred)**
- Real commitment towards teaching functional language and following the set academic guidelines for each academic program.



Important characteristics

A successful Substitute teacher should demonstrate the following qualities:

- Passion for early childhood education and learner development
- Patience and emotional understanding
- Positive attitude and service-oriented mindset
- Creativity in teaching and classroom engagement
- Flexibility and adaptability
- Dedication and commitment
- Reliability and accountability
- Calm and composed temperament
- Initiative and proactivity
- Friendly and approachable nature
- Critical thinking ability
- Problem-solving skills

Organizational Values

- At Christel House, all team members are expected to embody our Organizational Values to foster a culture of high trust and inclusion, aligned with our mission to transform lives. These values are essential for success in every role across the network:
- • Demonstrate Integrity: Honor commitments with honesty and ethical behavior. Uphold Christel House values in all decisions and actions to build trust with students, families, colleagues, and the broader community.
- • Commit to Continuous Learning: Embrace a growth mindset, persevere through challenges, seek feedback, and innovate to improve outcomes for students and staff.
- • Show Passion for Results: Set ambitious goals, monitor progress using data, celebrate achievements, and adjust course when needed to drive impact.
- • Practice Effective Communication: Share ideas, expectations, and feedback clearly and transparently. Listen actively, ask clarifying questions, and engage in dialogue with positive intent.
- • Foster Inclusive Teamwork: Build a culture of care, gratitude, and respect. Value diverse perspectives and promote a sense of belonging among all members of the community.