

St. Andrew's Episcopal School

Cottage Substitute Educator (Early Childhood)

Date Posted: February, 2026

Job Type: Part-Time

Hourly Pay Range: \$14.00–\$18.00 per hour

Work Location: In person (New Orleans, LA)

About St. Andrew's Cottage

St. Andrew's Cottage is a small, nurturing early childhood program in Uptown New Orleans and part of St. Andrew's Episcopal School. Guided by Episcopal values, the school strives to educate the mind, body, and spirit of each child by promoting academic excellence, social responsibility, and respect for diversity within a warm, faith-centered community.

Position Summary

St. Andrew's Cottage is seeking Substitute Educators to support our infant, one-year-old, and two-year-old classrooms. Substitute educators assist full-time teachers in providing attentive, patient, and kind care for young children. This position is ideal for individuals who enjoy working with young children and can adapt to varying classroom needs and schedules.

Substitutes must be available to work flexible shifts, which may begin as early as 7:30 a.m. and extend as late as 6:00 p.m., depending on program needs.

Key Responsibilities

- Support lead and assistant teachers in providing a safe, nurturing, and developmentally appropriate environment.
- Assist with daily caregiving routines, including supervision, transitions, and age-appropriate activities.

- Help maintain a clean, organized, and safe classroom in accordance with health and safety guidelines.
- Engage warmly and respectfully with children, responding to their needs with patience and care.
- Follow established classroom routines and school policies.
- Communicate effectively with classroom teachers and administrators.
- Perform other related duties as assigned.

Qualifications and Experience

Required:

- At least one year of childcare experience
- Ability to work flexible hours as needed
- Willingness to relocate to New Orleans, LA prior to starting employment

Preferred:

- High school diploma or equivalent
- Prior experience in an early childhood or childcare setting

Ideal Candidate Qualities

- Patient, kind, and dependable
- Comfortable working with infants and toddlers
- Flexible and adaptable in a dynamic school environment
- Respectful of diverse families, backgrounds, and traditions
- Supportive of a faith-based Episcopal school mission

Commitment to Diversity

St. Andrew's Episcopal School values diversity and seeks substitute educators from a wide range of backgrounds and life experiences. We are committed to building an inclusive community that reflects the diversity of the families we serve.

How to Apply

Interested candidates are encouraged to apply by submitting a brief resume outlining relevant childcare experience. Please send resume to jobs@standrewsepiscopalschool.org