



JOB ANNOUNCEMENT

JOB TITLE:	ASSISTANT TEACHER		
PROGRAM:	Daybreak Star Preschool	FLSA STATUS:	Non-Exempt
LOCATION:	Daybreak Star Indian Cultural Center	WORK SCHEDULE:	FT
REPORTS TO:	Program Manager	PAY RANGE:	DOE

Daybreak Star Preschool is a Seattle Preschool Program (SPP) funded early learning center. We are located in beautiful and scenic discovery park as part of United Indians of All Tribes Foundation (UIATF), a non-profit organization working to provide vital social, cultural and education services to Seattle’s American Indian/Alaska Native community.

We are seeking a passionate, reflective, collaborative and culturally aware Assistant teacher to join our teaching team. We seek educators who approach their daily work with joy and reflection, seek authentic partnerships with families, and delight in side-by-side work with children and co-teachers. The most competitive candidates will have familiarity with HighScope or other emergent curriculum, documentation of children's learning, understanding of anti-bias and culturally-relevant practices, formal education in the field of early childhood education and one or more years of experience working with 3 to 5-year-old children. We value diversity and ingenuity and what this brings to our learning community.

All are welcome and encouraged to apply! The position is available immediately for the 2018-19 school year. Please submit a cover letter, resume and work sample that reflects your creativity and passion for this work (i.e., learning story, curriculum, video, etc.) to: jobs@unitedindians.org

ESSENTIAL DUTIES AND RESPONSIBILITIES

Culturally Responsive Teaching Practices

- Consistently use teacher and child interactions and child-guidance strategies that maintain a positive social/emotional atmosphere.
- Incorporate developmentally appropriate strategies to promote literacy and positive cultural identity relevant to Native American/Indigenous cultures.
- Create and maintain an environment that is a warm reflection of images, materials, and articles that reflect the ethnically diverse children visually, culturally and linguistically.
- Demonstrate a willingness and interest in learning and integrating culturally responsive supplemental resources to promote Indigenous values, food sovereignty and trauma informed care into lesson planning.
- Build positive and welcoming relationships with families and organize quarterly family engagement activities.

Curriculum Planning and Child Documentation

- Show a willingness in learning and integrating the components of the HighScope Preschool Curriculum.
- Collaborate in writing daily lesson plans that incorporate the Teaching Strategies Gold (TSG) learning objectives and reflect the children’s emergent interests and skills.
- Actively participate and occasionally lead daily small and large group discussions and interactions to meet children’s emotional, cultural, social, intellectual and physical needs thru active, play-based, multi-sensory learning experiences.
- Support children daily with developmentally appropriate literacy, numeracy, scientific inquiry, creative and physical opportunities with respect to the learning styles and abilities to meet the needs of all students.
- Collaborate in writing individual learning plans (ILP) for each child based on observational notes, continuum and parent input quarterly for parent-teacher conference (include five objectives; social-emotional, first/second language/literacy, cognitive and physical development).
- Support and participate in initial parent teacher visit and 3 parent-teacher conferences a year.

Early Learning Policy, Guidelines and Assessments for Health, Safety and Licensing

- Follow program policies, Seattle Performance Standards (SPP), Early Achievers, and WAC Licensing Guidelines.
- Monitor children at all times (counts, hallway, transitions, and outside; ensuring ratios are always maintained).

- Write, communicate and maintain accurate incident/illness records. Document issues and progress of each child.
- Support the completion of timely program screenings and assessments to children; including ASQ, Learning Stories and required checkpoints for Teaching Strategies Gold (TSG).
- Maintain a presence of professionalism.
- Attend training sessions and childcare meetings as required.
- Assist with the daily preparation, presentation of projects and activities
- Assist with the daily maintenance of a clean, healthy and safe environment and routine inspection of materials.
- Serve breakfast, lunch and snacks; sit down with children and engage in meaningful conversations and model eating following USDA guidelines with supplemental culturally relevant food sovereignty principals.
- Work effectively in partnership with the classroom lead-teachers, volunteers and Program Manager.
- Complete yearly 20 hours of STARS training required by WA State.
- Maintain Professional Development goals.
- Actively participate in Teaching Strategies Gold (TSG) Assessment Tool (Regularly enter TSG observations, support finalizing of TSG checkpoints and support completion of TSG conference forms quarterly).
- Monitor MERIT system monthly update teacher credentials (i.e., renewal of CPR/1st aid, Food Handler, etc.).
- Coordinate and facilitate for children who may need further evaluation for CHILD FIND with the Behavioral Health Specialist and the Seattle Public School.
- Perform other related duties as assigned by Early Childhood Education Program Manager.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Early Childhood Education, or Early Childhood Family Studies, or Human Development with ECE specialization meeting Washington State Core Competencies for Early Care and Educational Professionals.

OR

- Associate's Degree or higher from an accredited college verified as "approved" in MERIT **AND** 20 or more approved quarter credits in ECE verified through MERIT. Up to 10 may be classified as ECE - School Age hybrid ("E/S") credits.
 - ***Individuals currently pursuing their AA degree in Early Childhood Education or related field with the completion of at least 40-semester credits/60-quarter credits are encouraged to apply.*
- Experience working with diverse ethnic, cultural and economic backgrounds, similar to those of children and families in the broader community.
- Strong written, verbal communication, interpersonal and organization skills.
- Commitment to continued professional development including trainings as required by various regulatory agencies.
- A minimum of one-year experience working with preschool children (3-5 year olds) with demonstrated knowledge and competence in behavior management skills and/or activity planning/coordinating.
- Evidence of completion of a minimum of 20/30 hours of Basic STARS training as well as completion of the annual 10 hours of STARS training requirements. *Written evidence of MERIT exemption of basic STARS is also accepted.
- A demonstrated ability to work effectively both independently and as a team member.
- Knowledge of computers (Word, Excel, Outlook, Email, etc.), internet and educationally related software programs.
- Pass criminal history/background check including Department of Early Learning (DEL) Portable Background Check.
- Possess a valid Washington State driver's license.
- Must meet federal and state health and safety standards and maintain credentials for childcare (CPR and first aid, HIV, BBP, CPS Mandates Reporter Training, pass TB test, food handlers, etc.)
- Proven ability to communicate with children and adults in a positive and proactive manner.
- Demonstrated ability to manage confidential information appropriately
- Reliable transportation.
- Ability to lift 50-lbs

PREFERRED QUALIFICATIONS:

- Bachelor’s degree in Early Childhood Education or related field.
- Familiarity with working with children with special needs.

AMERICANS WITH DISABILITY SPECIFICATIONS:

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is often required to stand; walk; sit; use hands and fingers, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities for supervision of children required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is not exposed to severe weather conditions, but is required to accompany children in play in customary weather conditions. The noise level in the work environment is usually moderate.

CONFIDENTIALITY

This position may have knowledge of confidential personal information regarding others. The employee will be required to sign a Confidentiality Agreement.

<p>JOB POSTING DATE: Circulation to the Public: 7/20/2018 CLOSING DATE: When suitable applicant hired</p>	<p>APPLICATION PROCEDURE Submit cover letter, resume and work sample to: Email: jobs@unitedindians.org</p>
<p>Compensation: Depending on Experience Plus excellent fringe benefit package</p>	<p>APPLICATIONS FOR EMPLOYMENT can be obtained at: Daybreak Star Indian Cultural Center: Becky Simmons, Human Resources Or http://www.unitedindians.org/get-involved/jobs/</p>
<p><i>United Indians of All Tribes Foundation is an Equal Opportunity Employer</i></p>	<p>COMPLETED APPLICATIONS SUBMITTED TO: jobs@unitedindians.org, or Attention: Becky Simmons, Human Resources United Indians of All Tribes Foundation Daybreak Star Indian Cultural Center PO Box 99100; Seattle, WA 98139 Fax: (206) 282-3640</p>