



Daybreak Star Preschool
 Daybreak Star Indian Cultural Center
 5011 Bernie Whitebear Way
 Seattle, WA 98199
 Post Office Box 99100, Seattle, WA 98139
 Phone: (206) 829-2203 Fax: (206) 282-3640

JOB ANNOUNCEMENT

JOB TITLE:	FLOATING / SUBSTITUTE TEACHER		
PROGRAM:	Daybreak Star Preschool	FLSA STATUS:	Non Exempt
LOCATION:	Daybreak Star Indian Cultural Center	WORK SCHEDULE:	Part-time (2-4 hours per day) plus On-Call
REPORTS TO:	Program Manager	PAY RANGE:	\$15 per hour

The United Indians of All Tribes Foundation (UIATF) is a non-profit organization working to provide vital social, cultural, and educational services to Seattle’s American Indian/Alaska Native community and low income families.

The Floating / Substitute Teacher will support the classroom teachers by providing breaks and helping to set up meal and classroom materials (such as nap mats). This position may also provide substitute teaching duties if a teacher is absent.

This is an on-call position. Regular weekly hours will be Monday-Friday, 9:00 am – 5:00 pm. Some occasional evening hours for special occasions may also be requested. Floating / Sub Teacher must be available to work during special events when assigned to do so in addition to their regular weekly scheduled hours.

ESSENTIAL DUTIES:

- Create and maintain a positive learning climate.
- Cultivate attachment-rich family and school partnerships.
- Promote, develop, and maintain safe and engaging educational environments.
- Facilitate the children’s physical, social, emotional and intellectual development.
- Implement age appropriate lesson plans that include health and nutrition activities
- Record on-going objective child observations and create child portfolios as needed
- Support authentic and invitational multi-cultural environments.
- Assure general cleanliness, maintenance and security of classroom; assist with inventory of equipment and supplies.
- Attend and actively participate in a variety of meetings, classes and workshops, to ensure knowledge of early childhood development and program standards.
- Facilitate family-style dining for children, help collect point of service meal counts and accurate attendance reports as needed
- Participate in monthly fire and earthquake drills.
- Maintain accurate records for program documentation, e.g. attendance, in-kind hours, meal counts, child assessments, bus documents, etc. as needed
- Maintain confidentiality in all record keeping and reporting.
- Adhere to UIATFs Code of Conduct.
- Must communicate well with your Assistant Teacher, Bus Monitor, Supervisor and/or Director.
- Must provide valid copies of all certifications required by DEEL Performance Standards.
- May require occasional weeknight and/or weekend hours.
- Other duties as assigned

QUALIFICATIONS:

- The equivalent of 12 college quarter credits in early childhood education, OR
A current Child Development Associate (CDA) credential awarded by the Council for Early Childhood
- Previous employment knowledge skills & abilities in a preschool program.
- Experience working with diverse ethnic, cultural and economic backgrounds, similar to those of children and families in the broader community.
- Strong written, verbal and interpersonal skills.
- Knowledge of computers, internet and educationally related software programs.
- Pass a criminal history/background check.
- Possess a valid Washington State driver’s license.
- 1st Aid/CPR certification.
- Reliable transportation.

PREFERRED QUALIFICATIONS

- An Associate’s or Bachelor’s degree in Early Childhood Education
- Competence in various curriculum areas such as music, art, science, storytelling, Native American culture and traditions, and language development.
- Experience working with children who have special needs, challenging behaviors, and/or disabilities.

AMERICANS WITH DISABILTY 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 occasionally required to stand; walk; sit; use hands to finger, 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 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 may be exposed to some mild to moderate weather conditions. The noise level in the work environment is usually moderate, and can be loud at times.

CONFIDENTIALITY

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

JOB POSTING DATE: Internal Job Posting: 10-20-16 External Job Posting: 10-24-16 CLOSING DATE: Posted--until filled	APPLICATION PROCEDURE Submit Cover Letter and Resume to: Email: jobs@unitedindians.org
COMPENSATION: \$15.00 per hour	APPLICATIONS FOR EMPLOYMENT can be obtained at: Daybreak Star Indian Cultural Center: Human Resources Or click on fillable form: COMPLETED APPLICATION
<i>United Indians of All Tribes Foundation is an Equal Opportunity Employer</i>	SUBMIT APPLICATION TO: jobs@unitedindians.org or send to United Indians of All Tribes Foundation Daybreak Star Indian Cultural Center PO Box 99100; Seattle, WA 98139 Fax: (206) 282-3640