ABOUT THE YWCA SPOKANE
The YWCA is the oldest and largest women’s organization in the world. It is our mission at the YWCA to eliminate racism, empower women and promote peace, justice, freedom and dignity for all. Since 1913 the YWCA Spokane has served as a source of strength for women and children in the Spokane community. The YWCA Spokane’s three umbrella programs include Domestic Violence Victim Services, the Women’s Opportunity Center and Children’s Services which includes Child Advocacy and the Early Childhood Education and Assistance Program (ECEAP). For more information please visit our website at www.ywcaspokane.org.

Funded by the State of Washington, the ECEAP (Early Childhood Education and Assistance Program) is a comprehensive preschool program that provides free services and support to eligible children and their families. The goal of the program is to help ensure all Washington children enter kindergarten ready to succeed. The program includes: early learning preschool, family support and parent involvement, and child health coordination and nutrition.

POSITION SUMMARY:
The Lead Teacher is responsible for providing a high-quality preschool experience for enrolled children and their families. This position is responsible for the implementation of the educational curriculum that meets the ECEAP Performance Standards and the requirements of daily operations of a preschool classroom in ECEAP. The Lead Teacher is responsible for preparing and executing daily activities, lesson plans for children, and incorporating all children’s home/language/culture into class activities. The Lead Teacher acts as a lead team member of the assigned Direct Service Team (DST), and collaborate partner with parents to provide integrated, comprehensive services to children and families.

ESSENTIAL FUNCTIONS:
• Regularly meets with and provides leadership and direction to Assistant Teacher and Teacher’s Aide (Direct Service Team), including personnel issues, day-to-day operations and professional goals and objective of each team member.
• Responsible for the collaborative selection of any new classroom teaching staff as well as training, supervision, and evaluation of all classroom teaching staff, including paid, volunteer and intern staff.
• Works with Director of ECEAP/Drop-in Services, to establish goals and objectives for all class teaching staff, volunteers and interns in support of agency annual strategic plan.
• Ensures all needed trainings, site personnel files and licensing requirements are obtained and managed within required timelines.
• Acts as a liaison between site classroom teaching staff, Director, DCYF licensing, ECEAP contractor and Early Achievers rating offices.
• Is able to adequately prepare, coach and mentor teaching team in preparation for required rating, auditing, and monitoring process with Early Achievers, DCYF and Contractor’s office and DCYF Licensing.
- Provides day-to-day oversight and coordination of classroom and teaching workflow to ensure families, staff, and program/agency goals are met; assigning tasks, directing and monitoring the work of Assistant Teacher and Teacher's Aide, students, and volunteers.
- Partner with parents to support child development goals. Develop and implement ongoing individualized educational goals that meet the ECEAP Performance Standards.
- Works with a direct service team and local home schools for children during special needs services and transitions to kindergarten.
- Attends Individual Educational Plan meetings through school districts.
- Interact and communicate with families regularly to maintain the minimum parent-teacher contact as required by the ECEAP Performance Standards; building positive and effective relationships with families.
- Conducts home visit conferences; co-facilitate case management with assigned direct service team/Family Service Coordinator
- Communicates with and actively involve parents in all aspects of program activities, through home visit conferences, orientation, field trips, events and classroom activities.
- Implements education that is responsive to children’s needs and interests using the creative curriculum planning tool.
- Demonstrates and models quality and effective teacher-child interactions that promote children’s learning and development that is supportive of the Teacher Strategies Gold input.
- Provides emotional support that is trauma-informed, engaging, responsive, attentive, consistent, nurturing, supportive, and culturally sensitive to all children.
- Provides instructional support that fosters cognitive development and extends children's thinking and learning.
- Understands and follows the Department of Child, Youth and Families (DCYF) ECEAP Performance Standards regarding, instruction practice, health and safety, classroom requirements and hours of service.
- Enhances physical and intellectual competencies in children by promoting physical, cognitive, language and creative skills, including those children who require special services.
- Works effectively as a member of a classroom and direct service team to provide integrated, comprehensive services to children and families.
- Works in collaboration with Director of ECEAP and DST to track, record and monitor classroom budget and supplies as needed.
- Models professional decorum and mutual respect in all interactions.
- Maintains confidentiality of program, staff and client-related information at all times.

This job description reflects management’s assignment of essential functions, and nothing in this herein restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

**POSITION QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**
- Bachelor’s degree in Early Childhood Education, Children’s Studies, Elementary Education or related degree preferred.
- Experience teaching preschool-age children (3-5 years of age); experience in ECEAP, Head Start preferred and/or working with a low-income or high-risk population preferred.
• Extensive knowledge and understanding of child development theories and practices including child development, developmentally appropriate practices, observations, and ongoing assessment, individually planning, special services, referral, developing and maintaining a classroom environment and routines and child management.
• Strong leadership and management skills with demonstrated experience in building and motivating a collaborative team of professionals; ensuring an environment where both clients and staff are empowered.
• Must maintain 20 hours of ongoing training annually; 10 hours must be STARS hours training and 5 hours in management/leadership.

COMPENSATION
Starting Pay: $30,000 to $32,500 annually, depending upon experience
Classroom location - Medical Lake ECEAP
Full time position: 40 hours per week, 43 weeks per year
Evenings, weekends and extended hours may be necessary

BENEFITS
The YWCA Spokane offers a competitive benefits package including;
• Medical, dental and vision insurance
• Paid time off
• Paid holidays
• Employee Assistance Program
• Employer funded retirement plan

*Benefit eligibility dependent upon employment status.

HOW TO APPLY
Please apply by submitting your RESUME and a COVER LETTER to ywcaeceapjobs@ywcaspokane.org

*Applications that do not include both a resume and cover letter will not be considered complete and therefore, not accepted.

YWCA of Spokane is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.