

ECEAP ASSISTANT TEACHER

WHO WE ARE -

Since 1903, YWCA Spokane has been helping women and children overcome social, economic, and personal barriers in order to accomplish their goals and achieve healthier and more fulfilling lives.

Today, areas of focus include supporting victims of intimate partner domestic violence, promoting early childhood education, and fostering the economic advancement of women. In addition to providing free, confidential, and trauma-informed programs and services to approximately 15,000 in and around Spokane, YWCA is focused on confronting racial and social justice issues impacting our clients and our community.

Every day, we work to reduce poverty and homelessness, provide economic opportunity, and assist those with limited incomes who are impacted by gender-based inequities and violence.

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.

To learn more visit ywcaspokane.org/our-impact.

BENEFITS OF BEING A YWCA SPOKANE TEAM MEMBER -

Compensation for this role:

Starting Pay: \$18-22 per hour

Work Status: 40 hours per week, 41 weeks per year, full-time, non-exempt

Location: Downtown, West Plains

YWCA Spokane offers a competitive benefit* package including;

- Medical, dental and vision insurance
- 11 Paid Holidays
- Paid Time Off (accessible at time of hire)
- Ongoing training and development
- Flexible Spending & Dependent Care Account Options
- Employer Paid Life Insurance
- Employee Assistance Program
- Employer funded retirement plan & 401K options
- 50% off YMCA Membership

**Benefit eligibility dependent upon employment status*

WHAT WE ARE LOOKING FOR –

Under the general direction of the Lead Teacher, the Assistant Teacher demonstrates competency to support and implement quality program activities. The Assistant Teacher assists with 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 Assistant Teacher may guide children for specified periods of time in the absence of the Lead Teacher. The Assistant Teacher participates as a team member of the direct service team, in partnership with parents to provide integrated services to children and their families.

WHAT YOU'LL BE DOING –

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The essential functions of the position include but are not limited to the following:

- Assist the Lead Teacher in the planning of developmentally appropriate curriculum for pre-school aged children including; the preparation of lesson plans for classroom activities, ongoing evaluation, and documentation of progress made by the children in the classroom.
- Actively participate in age-appropriate interactions and classroom activities such as free play, mealtime, floor time, and classroom activities.
- Assist in ongoing individualized educational goals for all enrolled children.
- Working with a direct service team and local home schools for children during special needs services and transitions to kindergarten.
- Assist in administrating educational screenings to identify and refer children with potentially high risks of health, disability or behavioral concerns.
- Attend and support home visit conferences; co-facilitate case management with the assigned direct service team.
- Support communication with parents and actively involve parents in all aspects of program activities, through home visit conferences, orientation, field trips, classroom involvement and input in a regular basis to obtain a minimum of three hours of parent contact.
- Support a safe and healthy learning environment for children by understanding and following the Department of Early Learning (DEL) Performance Standards regarding; instruction practice, health and safety, classroom requirements and hours of service.
- Enhance physical and intellectual competencies in children by promoting physical, cognitive, language and creative skills including those children who require special services.
- Provide emotional support that is trauma-informed, engaging, responsive, attentive, consistent, nurturing, supportive, and culturally sensitive to all children.
- Assist in maintaining required documentation for individual child files and electronic database including ongoing documentation of communication with families, referrals and referral follow-ups.
- Maintains a commitment to professionalism and continues to own professional development so that decisions are based on knowledge of early childhood theories and practices
- Assist with storage and maintenance of educational equipment, supplies, materials and classroom safety, and maintenance.
- Participate in the development of annual and/or monthly required reports designed to monitor attendance, meal count, minor incident/accident reports, medical emergency reports, etc.
- Maintain confidentiality of program and client-related information at all times.
- Model professional decorum and mutual respect in all interactions.
- Perform any other related duties as required.

WHAT YOU WILL BRING TO THE POSITION -

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:

- Associate's degree in Early Childhood Education (ECE) or an Associate's Degree with 30 ECE.
- Knowledge of ECEAP, Head Start or prior experience working with low-income or high-risk populations preferred.
- 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.
- Must maintain 15 hours of ongoing training annually; 10 hours must be STARS hours training.

Other Requirements:

- Ability to pass a tuberculosis (TB) test and background check.
- Ability to manage time efficiently and demonstrate reliability.
- Ability to work a flexible schedule, including evenings and weekends during the school year.
- Ability to travel, enter and exit a vehicle without assistance.
- Occasional exposure to bodily fluid—must be able to follow required universal, standard and transmission-based precautions.
- Occasional exposure to fumes, dust, odors, and/or biohazards.

Competencies:

- Demonstrates understanding and acceptance of the mission, values, goals, and objectives of YWCA and its programs.
- Works and interacts effectively with colleagues, administrators, clients and community partners; contributing to and fostering a climate of mutual understanding and appreciation.
- Promotes the welfare and best interests of our clients and team members at all times.
- Able to work independently in an efficient and productive manner.
- Models professional decorum and mutual respect in all interactions.
- Demonstrates reliability and continuous improvement.

HOW TO APPLY -

Please apply by submitting your **RESUME** and a **COVER LETTER** to ywca_eceap@ywcaspokane.org

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.