

ECEAP TEACHER'S AIDE SUBSTITUTE

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:

Pay Range: \$17-19.50 per hour, depending on experience.

Additional Pay Opportunities:

- **Bilingual Pay Differential** — additional **\$3 per hour pay premium** for employees who utilize a qualifying second language in the workplace, applicable to all hours worked.

Work Status: Hours per week vary (approx. 28 hours per week), approx. 40 weeks per year, part-time, non-exempt

Location: Downtown Spokane, Airway Heights, and Medical Lake **Note: This role is mainly to support the Downtown Spokane classrooms but may be asked to cover other locations as needed.**

YWCA Spokane offers a competitive benefit* package including;

- Sick and Safe Leave
- 50% off YMCA Membership
- Employee Assistance Program

**Benefit eligibility dependent upon employment status*

WHAT WE ARE LOOKING FOR –

Under the general direction of the Lead Teacher and Assistant Teacher, the Substitute Teacher demonstrates competency to support and implement quality program activities. The Substitute Teacher assists and supports the implementation of the educational curriculum that meets the ECEAP and Washington State Licensing performance standards and the requirements of daily operations of a preschool classroom in ECEAP and CACFP. The Substitute Teacher participates as a team member when necessary, with class Direct Service Team (DST), to provide continuity of care.

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:

- Actively participates in age-appropriate interactions and classroom activities such as free play, mealtime, floor time, outdoor time and all other classroom activities; contribute to a positive environment for children and adults.
- Provides emotional support and regulation skills that are trauma-informed, and follows conscious discipline philosophies and practices while being engaging, responsive, attentive, consistent, nurturing, supportive, and culturally sensitive to all children.
- Enhances, and promotes growth in children's physical and intellectual competence by engaging in physical, cognitive, language and creative skills.
- Supports and manages children from high-risk environments, has the ability to learn and implement trauma-informed practices to best support the success of children.
- Understands and follows the Department of Children, Youth and Families (DCYF) performance standards regarding; instructional practice, health and safety, classroom requirements and hours of service.
- Supports daily and weekly health, safety and sanitation practices of the classroom; including but not limited to daily loading and unloading of the dishwasher, cleaning and sanitizing tables, chairs, classroom surfaces, and toys, sweeping and mopping floors.
- Performs tasks for preparation, set-up, and clean-up of mealtime daily including; food preparation based on CACFP approved menus, replenishing of food as need during mealtime, and monitoring on-site food inventory week-to-week.
- Supports the essential component of the meal service delivery and preparation of CACFP, Nutritional Support, this may include but not limited to preparation of meals, menus and food purchase for varying locations.
- Assists with daily tooth brushing practices and sanitation practices for health and safety.
- Responsible for emergency backpack during the outdoor time or off-site outings and children's access to water during all hours of the class schedule.
- Assist DST to complete incident, accident, and mandated reports, and log records as needed.
- Monitors and maintains own MERIT online account credentials and certifications as required by DCYF and Licensing WAC's.
- Continuously seeks out professional development opportunities, so that training and education annual continuing education hours are completed as required by ECEAP performance standards and Licensing WAC's.
- Maintains up-to-date on-site personnel files that meet the required certification of ECEAP and licensing standards; CPR/First-Aid, food handlers, blood borne pathogens, and all other required certifications.
- Maintains confidentiality of program and client-related information at all times.
- Flexible and adaptable to multiple locations, classroom environments, and team atmospheres.
- Supports Lead Teacher and Assistant Teacher as requested.

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:

- High School Diploma, 12 credits in ECE and experience working with children ages 3-5 preferred.
- 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.
- YWCA Spokane values a diverse workplace and strongly encourages women, communities of color, LGBTQ+ individuals, people with disabilities, foreign-born residents, veterans, and survivors of domestic violence to apply.

Other Requirements:

- Can travel to multiple locations based on the daily need of each classroom/site.
- Ability to pass a tuberculosis (TB) test and background check.
- Must maintain 15 hours of ongoing training annually; 10 hours must be STARS hours training.
- Complete 30 Basic Childcare Stars hours within 30 days of hire.
- Ability to manage time efficiently and demonstrate reliability.
- 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.