



ECEAP TEACHER'S AIDE

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.

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.

Please visit ywcaspokane.org/about/our-impact/ to learn more.

BENEFITS OF BEING A YWCA SPOKANE TEAM MEMBER –

Compensation for this role:

Pay Range: \$17.00-\$21.00 per hour, depending upon 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.

Position Status: Full-time, salary, non-exempt

Schedule: 40 hours per week, 40 weeks per year; *evenings, weekends, and extended hours may be required.*

Location: Airway Heights

The YWCA Spokane offers a competitive benefits* 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 –

YWCA Spokane ECEAP is looking for a Teacher's Aide who will be responsible for assisting and supporting requirements of daily operations of a preschool classroom in ECEAP. This role will guide children for specified periods of time in the absence of the Lead and/or Assistant Teacher. This role will also require participation as a team member of the Direct Service Team (DST) and will require the partnership between parents to provide integrated, intentional, and quality 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:

Classroom and Administrative Support

- Supporting daily and weekly health, safety, and sanitation practices of the classroom.
- Performing tasks for preparation, set-up, and clean-up of meal time daily.
- Responsible for emergency preparedness during outdoor time or off-site outings.
- Managing weekly classroom laundry regimen.
- Assisting with storage, maintenance, and inventory of educational equipment, supplies, materials, classroom safety, sanitation, and health practices and regulations.
- Assisting in required monthly and daily monitoring and recording of attendance.
- Assisting in oversight and delivery of meal counts, dietary plans, and health awareness plans.

Child Engagement and Development

- Actively participating in age-appropriate interactions and classroom activities such as free play, mealtime, floor time, outdoor time, and all other classroom activities.
- Enhancing and promoting growth in children's physical and intellectual competence by engaging in physical, cognitive, language, and creative skills development activities.
- Assisting children with daily tooth brushing practices and sanitation practices for health and safety.
- Ensuring children's access to water during all hours of class schedule.

Emotional and Trauma-Informed Support

- Providing emotional support and regulation skills that are trauma-informed, following conscious discipline philosophies and practices.
- Supporting and managing children from high-risk environments through trauma-informed practices.

Program Coordination and Compliance

- Communicating with parents in the absence of Lead Teacher or as needed to actively involve parents in all aspects of the program.
- Assisting in completing incident, accident, and mandated reports as needed.
- Maintaining up-to-date on-site personnel files meeting certification standards.
- Maintaining confidentiality of program and client-related information at all times.
- Monitoring and maintaining own credentials and certifications required by licensing standards.
- Continuously seeking out professional development opportunities to meet training and education requirements.
- Assisting the Lead and Assistant Teachers 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.
- Ability to pass a TB test and background check
- Must maintain 15 hours of ongoing training annually; 10 hours must be STARS hours training.

Competencies:

- **Cultural Humility** - Demonstrate a commitment to self-reflection, ongoing learning and respectful engagement with diverse cultural perspectives, emphasizing an awareness of the impact of power dynamics and a willingness to learn from and address them.
- **Commitment to Equity and Inclusion** - Strive to create fair and just conditions for all, while recognizing systemic inequities. Foster a sense of belonging that promotes diversity, work to address barriers, and ensure that everyone has access to the same opportunities and resources regardless of their background or identity.
- **Trauma-Informed Practice** - Create environments and approaches that acknowledge the prevalence and impact of trauma, prioritize safety, and foster healing and resilience. Understand, recognize, and respond to the effects of trauma while actively working to avoid re-traumatization.
- **Fostering an Empowering Environment** - Encourage an atmosphere where individuals feel valued, supported, capable, and resourceful.
- **Professional Conduct** - Consistently act in a manner that is honest, fair, and respectful while taking responsibility for one's actions and decisions. Maintain integrity and build trust while adhering to the agency's code of ethics and professional guidelines.
- **Adaptability and Resilience** - Demonstrate openness and flexibility to work with changing circumstances and unexpected challenges. Adapt to the situation at hand by contributing solution-oriented ideas while advocating for the support needed to reset and achieve set goals.
- **Effective Communication** - Communicate clearly, accurately, and in ways that are understood by the intended audience. Actively listen and respond in a constructive, open-minded, and empathetic manner that ensures mutual understanding and respect.
- **Problem-Solving and Critical Thinking** - Help identify potential solutions to challenges proactively. Contribute ideas, perspectives, and strategies that contribute toward informed decisions that align with the agency's mission and values while helping to achieve set goals.
- **Human-Centered Approach** - Prioritize providing compassionate, respectful service that aims to create solutions that are not only functional and effective but also meaningful and engaging for clients, staff, and our community.
- **Effective Interpersonal Skills** - Be supportive, kind, empathetic, and patient with colleagues, administrators, clients, and community partners. Contribute toward a climate of mutual respect and appreciation.
- **Independent Work Efficiency** - Able to work independently in an efficient and productive manner.
- **Reliability and Continuous Improvement** - Demonstrate reliability and a commitment to continuous improvement.
- **Demonstrates Understanding and Acceptance of Mission, Values, Goals, and Objectives** - Clearly understand and actively support the mission, values, goals, and objectives of YWCA and its programs.

YWCA Spokane values a diverse workplace and strongly encourages communities of color, women, LGBTQ+ individuals, people with disabilities, foreign-born residents, veterans, survivors of domestic violence, and people with lived experience to apply.

HOW TO APPLY –

Please apply by following the hyperlink and following the application instructions on our job portal:

[AppOne—YWCA Spokane Job Openings.](#)

*Applications that do not include both a resume and cover letter may not be accepted.

YWCA Spokane is committed to creating a diverse environment and is proud to be an equal opportunity employer. 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.