



## JOB ANNOUNCEMENT

<b>JOB TITLE:</b>	<b>Lead Teacher</b>		
<b>PROGRAM:</b>	ECEAP Preschool	<b>FLSA STATUS:</b>	Non Exempt
<b>LOCATION:</b>	Daybreak Star Indian Cultural Center	<b>WORK SCHEDULE:</b>	FT
<b>REPORTS TO:</b>	Program Manager	<b>PAY RANGE:</b>	32 – 34k per year

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

We are seeking a unique individual to provide leadership and support to the ECEAP preschool. Candidates must be able to demonstrate experience, skills and commitment to anti-bias and culturally relevant best practices and integrating indigenous knowledge into early education.

The Lead Teacher implements a comprehensive full-day preschool program for three and four year old children. This position is responsible for classroom management, curriculum planning, collaborating with staff members, parent involvement and documentation of education services. The Lead Teacher works with the Assistant Teacher and Program Manager.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work as a team player to create and maintain a positive learning environment.
- Maintain communication between school and families.
- Promote, develop and maintain a safe and pleasing environment for the children to enhance their ability to grow physically, socially, emotionally and intellectually.
- Record observations of children; create portfolios of children’s work and document developmental progress of children. Develop a learning plan for each student within 90 days of school entry.
- Construct a daily schedule of classroom routines and activities. Plan and prepare lesson plans that include health and nutrition activities following ECEAP/PSESD Performance Standards.
- Adapt curriculum to address and meet individual goals for children as identified in their individual education plans, including a multi-cultural environment which meets the needs of every child, including those with pre-existing plans and disabilities.
- Assure general cleanliness, maintenance and security of classroom; assist with inventory of equipment and supplies.
- Support home visits and parent/teacher conferences.
- Supervise, train and support preschool teaching assistants. Assist with recruitment and training of family/community volunteers to participate in the classroom.
- Coordinate with the Family Services team child screenings. Assist in the planning coordination of events as assigned.
- Attend and actively participate in a variety of meetings, classes and workshops, to ensure knowledge of early childhood development and program standards.
- Utilize information systems to support child and family and agency outcomes by documenting baselines and ongoing assessments according to ECEAP/PSESD benchmarks.
- Assist in supervising classroom volunteers.
- Facilitate family-style dining for children, collect point of service meal counts and accurate attendance reports.

- Maintain accurate records for program documentation, e.g. attendance, meal counts, child assessments, bus documents, etc.
- Maintain confidentiality in all record keeping and reporting.
- Participate in the planning and implementation of special programs for parents/caregivers including fatherhood involvement, parenting classes, literacy programs, etc.
- Must communicate well with Assistant Teacher and/or Program Manager upon request.
- Must provide copies of all certifications required by ECEAP/PSESD Performance Standards, within the time due.
- May require occasional weeknight and/or weekend hours.
- Other duties as assigned.

### **QUALIFICATIONS:**

- BA or AA with the equivalent of 30 college quarter credits in early childhood education.
- A valid Washington State Teaching Certificate with an endorsement in Early Childhood Education (Pre-K – Grad 3) or Early Childhood Special Education.
- 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.
- 1<sup>st</sup> Aid/CPR training.
- Reliable transportation.

## **AMERICANS WITH DISABILITY 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 25 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 is not exposed to weather conditions. The noise level in the work environment is usually moderate.

### **CONFIDENTIALITY**

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

<p>JOB POSTING DATE: Internal Job Posting: Circulation to the Public: CLOSING DATE: When suitable applicant hired</p>	<p><b>APPLICATION PROCEDURE</b> Submit cover letter and resume to: Email: <a href="mailto:jobs@unitedindians.org">jobs@unitedindians.org</a></p>
<p>Compensation: Depending on Experience Plus excellent fringe benefit package</p>	<p>APPLICATIONS FOR EMPLOYMENT can be obtained at: Daybreak Star Indian Cultural Center: Chrissy Harris Or <a href="http://www.unitedindians.org">www.unitedindians.org</a>: Get involved/jobs/completed application</p>
<p><i>United Indians of All Tribes Foundation is an Equal Opportunity Employer</i></p>	<p>COMPLETED APPLICATIONS SUBMITTED TO: <a href="mailto:jobs@unitedindians.org">jobs@unitedindians.org</a>, or Attention: Chrissy Harris, Administrative Assistant United Indians of All Tribes Foundation Daybreak Star Indian Cultural Center PO Box 99100; Seattle, WA 98139 Fax: (206) 282-3640</p>