Notice Of Vacancy

Position: Early Learning Center Assistant Teacher
(open to ESD 105 employees only)

Status: Full-time, year round
Salary: $15.74/hr. (starting annual salary)
Salary Range: $15.74/hr. - $16.20/hr. (annual salary range)

Posted Date: March 10, 2020
Starting Date: March 25, 2020 (anticipated)
Location: Blossoms Early Learning Center
411 N. 4th Street, Yakima WA

Job Description and Qualifications: See below

Application Procedure – Current ESD 105 employees interested in this position can submit a letter of interest and resume to Dianna Hiebert via email or hard copy at the Maggie Perez building.

Deadline to apply: March 19, 2020

Immigration Reform and Control Act Requirement: The recommended applicant, if not a current regular employee, will be required to complete an INS 1-9 form and must provide proof of employment eligibility.

Background Check: All new employees who will have unsupervised access to children must complete a satisfactory fingerprint check with the Washington State Patrol and the FBI. All employment is considered temporary until receipt of the satisfactory background check.

Employment: ESD 105 shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. Domestic partners registered with the state of Washington will be offered the same rights/benefits as spouses to the extent that treatment is not in conflict with state or federal law. Inquiries regarding compliance procedures may be directed to the ESD’s Title IX/RCW28A.640 Officer and Section 504/ADA Coordinator, Veronica Naranjo, Human Resources Director, 33 So. Second Ave., Yakima, WA (509) 454-2858

ESD 105 is an Equal Opportunity Employer
# POSITION DESCRIPTION

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<tr>
<th><strong>Job Title:</strong></th>
<th>Early Learning Center Assistant Teacher</th>
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<td><strong>Direct Supervisor:</strong></td>
<td>Early Learning Center Manager</td>
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The Assistant Teacher works under the direct supervision of the Teacher to provide an early childhood education program for a group of children ages 2 ½ to four-years-old in compliance with the early childhood education standards and addresses all areas of child development to meet the individual needs of each child. In partnership with parents, the Teacher Assistant assists in the observation and assessment of children’s development and helps plan and implement classroom curriculum based on child’s development knowledge.

**Essential Job Functions:**

A. Assist the Teacher in the development of appropriate indoor and outdoor environments.
B. Assist in the use of a curriculum framework and curriculum tools that provide opportunities for each child to meet learning expectations that prepare children for success in school.
C. Work independently to supervise children during assigned times of responsibility.
D. Support children's social and emotional development through positive child guidance approaches and the development of positive relationships with children in the classroom.
E. Participate in the assessment of each child's learning needs through screening, observation, ongoing assessment, and the development of individual learning plans.
F. Provide general housekeeping tasks such as sweeping and picking up toys and materials used in projects.
G. Prepare, serve and clean up breakfast, lunch and snacks as needed for the classroom model.
H. Assist children with routine hygiene needs.
I. Establish and maintain positive communication with parents, children, peers and supervisors.
J. Assist in maintaining all required records in an accurate and timely manner.
K. Help maintain an orderly, healthy and safe environment.
L. Maintain confidentiality.
M. Participate in the use of video communication and distance learning for ongoing professional development and team meetings.

**Other Job Functions:**

A. Perform other related duties as assigned.

**Qualifications:**

*Required Education and Experience*

1. High School Diploma or GED
2. At least 12 college quarter credits in early childhood education OR initial or higher Washington State Early Childhood Education Certificate OR a current Child Development Associate (CDA) credential awarded by the Council for Early Childhood Professional Recognition.
3. At least one year of demonstrated experience working in ECEAP/Head Start, child care or other comparable program.
Preferred Education and Experience
1. A.A. or higher degree in Early Childhood Education or closely related field.
2. Experience working in ECEAP and/or Head Start programs.
3. Experience with low-income families.

Required Skills, Knowledge and or Abilities
1. Ability to work with minimal direction from supervisor.
2. Demonstrated ability to build positive relationships with children and families.
3. Demonstrated ability to work efficiently within a team.
4. Demonstrated computer skills, organizational skills and commitment to follow through on tasks with a minimum of supervision.
5. Ability to effectively manage change and prioritize multiple demands.
6. Demonstrated ability to use sound judgment in critical and adverse situations.
7. Demonstrated ability to work with people, including parents, social service providers and school district personnel.
8. Knowledge of family dynamics, challenges, and needs in the target area, particularly among low-income families.
10. Effectiveness in communication and writing skills, fluency in oral and written English.
11. Flexibility in work hours and ability to work under pressure and unanticipated constraints.
12. Hispanic cultural competency.
13. Basic computer skills.

Preferred Skills, Knowledge and or Abilities
1. Bilingual/Bicultural (English/Spanish).
2. Fluency in Spanish.

Other Requirements
1. Personal transportation, including vehicle liability insurance, valid WA state driver’s license, and willingness to travel.
2. Compliance with TB testing, Department of Early Learning background check, Washington State Patrol clearance, and vaccination requirements.
3. Hold current Food Handler’s Card and First Aid/CPR card.

Physical Demands
The usual and customary methods of performing the job’s functions require the following conditions:

- **Significant**: (i.e. sitting, talking, hearing, walking, driving, vision, color vision, peripheral/depth perception, ability to adjust focus, grasping, handling paperwork, repetitive motion, use of personal computer, looking at a computer monitor, lifting up to 10 pounds)
- **Frequent**: (i.e. standing, bending, carrying; use of phone; use of copy machine)
- **Occasional**: (i.e. lifting over 10 pounds up to 45 pounds, reaching above the shoulder, use of fax machine)

The statements contained in this job description reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, the scope of responsibilities, and the physical demands, but should not be considered an all-inclusive listing of the work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. Changes to the position description may be made at the discretion of the employer.