

# EL CENTRO de la RAZA

## JOB SUMMARY

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### GENERAL INFORMATION

**Position Title:** TEACHER

**Pay Status:** Executive \_\_\_\_\_ Management \_\_\_\_\_ Staff  X   
Contract \_\_\_\_\_ Exempt \_\_\_\_\_ Non-Exempt  X

**Reports To:** Lead Teacher/Supervisor

**Date Summary Established:** 11/01 **Last Revision Date:** 1/20

**Written By:** Human Resources **Approved By:** Executive Director

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### POSITION SUMMARY

Responsible for teaching a classroom of children in an early-childhood education setting. Must implement a multicultural, dual-language teaching curriculum and maintain compliance with licensing requirements, early achievers and accreditation. Communicates and provides progress reports to the families of our children. Must be able to conduct Teaching Strategies GOLD Assessment and Ages and Stages Development Screening.

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### ESSENTIAL FUNCTIONS

- Responsible for teaching the children and implementing a dual language model including the implementation of a research based Soy Bilingüe, imbedded themes of the month, community involvement, and social justice as part of the curriculum.
- Communicates with kindergarten teachers to align the requirements of the Seattle Public Schools and provides feedback to the student's family.
- Provides a safe and healthy environment for the children that is attractive and reflects the curriculum appropriate to an early-childhood setting including implementation of health policies and responsible for supervising the children through sight and sound.
- Responsible for all required paperwork associated with the children in his/her group (i.e. sign in/out logs, attendance sheets, weekly lesson plans, and daily logs).
- Maintains individual files with on-going observations, assessments and individual planning.
- Compliance with CPR/First Aid, Food Handler's Permits, and other State requirements.
- Communicates with children and their families regarding the child's progress.
- Responsible for maintaining a positive teacher-child interaction.
- Provides the developmental screening of all children and the appropriate follow-up and planning.

- Implements the use of positive guidance techniques in the classroom to provide children with choices.
- Provides follow-up on special-needs children and refers to the Teacher Lead.
- Performs other duties and responsibilities as assigned.

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## **MEASURABLE STANDARDS**

- Must be able to work in a multi-ethnic, multi-cultural setting.
- Must have excellent oral and written communications skills and provide on-going communication with their lead teacher.
- Must perform in a professional manner at all times.
- Must be able to maintain confidences and handle highly confidential materials.
- Must have good organizational skills.
- Ability to provide guidance to students.
- Ability to provide for the safety and health of the children at all times.
- Must follow all legal requirements of the law pertaining to positive guidance when working with children.

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## **JOB QUALIFICATIONS**

### **Essential minimum skills, education, and experience:**

- AA degree, CDA degree, or equivalent college credits in Early Childhood Education
- Minimum of 3 years experience directly working with children in a classroom setting.
- Must have current certifications and continue to update qualifications.
- Must comply with all merit requirements.
- Bilingual in Spanish/English, Mandarin/English or Cantonese/English.
- Excellent written and oral communication skills.

### **Additional Preferences and Responsibilities:**

- Experience playing a classroom instrument and knowledge of children's songs.
- Has a Washington State Driver's License and proof of insurability.
- Previous experience working with special-needs children.
- Computer skills including Word and Excel.

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## **WORKING CONDITIONS/ENVIRONMENT**

Works in a classroom and playground setting. Generally works a 40-hour 5-day week, but may require occasional overtime. May have to work a flexible schedule. May require some local travel for field trips and other outings. Must be able to lift up to 30 pounds.

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## **NOTES AND SPECIAL REQUIREMENTS**

A background check with DSHS is required for this position, due to the fact that this individual works with children on a regular basis. Finger printing is also required if the individual has lived in the State less than 3 years. The above duties or working procedures describe the chief function of the job and are not considered to be a detailed description of every duty of the job. This position will require a 6-month evaluation period.

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## **BENEFITS**

This position is eligible for El Centro de la Raza's full benefit package including medical/dental/life insurance coverage, 401(k) plan, paid vacation and sick leave, and eight paid holidays. In addition to these paid holidays, El Centro gives additional paid time off (up to 5 days) during the last week of December for qualified employees. El Centro employees also benefit from ongoing professional development opportunities.

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## **APPLICATION PROCESS**

Please send resume to Shannon Armstrong at [sarmstrong@elcentrodelaraza.org](mailto:sarmstrong@elcentrodelaraza.org). If you have any questions, please call 206.957.4626.