



Daybreak Star Indian Cultural Center  
Post Office Box 99100, Seattle, WA 98139  
Phone: (206) 285-4425 Fax: (206) 282-3640

## JOB ANNOUNCEMENT

**JOB TITLE:** Assistant Teacher

**PROGRAM:** Daybreak Star Preschool

**REPORTS TO:** Preschool Director

**STATUS:** FT Hourly

**LOCATION:** Daybreak Star Center

**PAY RANGE:** \$20 starting, DOE

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

### JOB SUMMARY:

Daybreak Star Preschool Program is looking for someone who is passionate about early care and learning and sees themselves as a lifelong learner and is eager to join a collaborative to support children's interests and learning. Most importantly, this position will be filled by someone who has or is willing to learn and implement Native/Indigenous teaching.

**SHIFT:** While we can be flexible ideally, we are looking for someone to work either 8:15a-4:15p or 8:30a-4:30p.

### ESSENTIAL RESPONSIBILITIES of the ASSISTANT TEACHER:

Together, the teaching team of a lead and assistant teacher will work together to cultivate and sustain an environment that encourages children to remain engaged in their school's learning. They cultivate and foster dispositions that encourage a joy for learning.

- Delivering age-appropriate experiences and activities that support children's social, emotional, and physical growth; modeling a healthy relationship with and curiosity for the natural world through play and exploration.
- Maintaining a positive teaching team, and co-facilitate classroom curriculum with teaching team.
- Collaborating with designated Lead Teacher to foster a positive learning environment for 3-5year old children.
- Observing and documenting children's development (we utilize HighScope Curriculum alongside Teaching Strategies Gold to document and assess children growth and development).
- Ensuring effective communication with families about school and classroom events.
- Responsive to each individual child's home dynamic and culture.
- Supporting ethnic and racial identity within the classroom of children.
- Following all established policies, procedures and protocols related to internal and external communications, child safety, crisis management, and risk management.
- Supporting the development of new and ongoing classroom risk and hazard assessment and response procedures as needed.
- Support maintenance of accurate records for program documentation (e.g. attendance, meal counts, etc.)
- General care of supplies and supporting materials in an organized manner.
- Other duties assigned.

### QUALIFICATIONS:

- Can work as part of a team and make contributions through collaboration, and problem solve while maintaining a sense of calm as unforeseen situations arise
- Is comfortable and reliable with planning, organizing, and time-management skills
- Ability to communicate effectively with children at an age-appropriate level
- Proof of vaccine against COVID-19 or medical and/or religious exemption.
- CPR/First Aid certification
- Food Handler's Card
- Blood Borne Pathogens certification
- Pass Background Check through the Department of Children, Youth, and Families

*Equivalent education/experience will substitute for all minimum qualifications except where there are legal requirements such as license/certification/registration.*

- Bachelor's degree in Early Childhood Education, environmental education or related field AND an ECE Short Certificate (required for licensed preschools in Washington) or ECE Initial Certificate with willingness to obtain a ECE Short Certificate with in 2 years

**DESIRED:**

- Experience working with diverse communities, specifically Native American, is highly valued
- Demonstrated knowledge of the natural world and experience sharing that knowledge with children in the field
- Experience supervising and mentoring volunteers
- Minimum of three years of experience in a setting for preschool to school aged children
- Formal training and/or experience in early childhood education or related areas

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions, in compliance with all ADA requirements and guidelines.*

- Comfortable leading children on walks in a wooded environment
- May be asked to engage with children on the floor
- Light lifting, under 40lbs (backpack mostly)

*Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.*

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| <p><b>OPENING DATE:</b> xxx<br/> <b>CLOSING DATE:</b> Until Filled</p> <p><i>United Indians of All Tribes Foundation is an Equal Opportunity Employer</i></p> | <p><b>APPLICATIONS FOR EMPLOYMENT</b> can be obtained at <a href="http://www.unitedindians.org/jobs">www.unitedindians.org/jobs</a> , please submit with a resume and cover letter to <a href="mailto:jobs@unitedindians.org">jobs@unitedindians.org</a> .</p> <p>Please contact HR for questions : #206-475-1353, <a href="mailto:msalanga@unitedindians.org">msalanga@unitedindians.org</a></p> |
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