



## **We're Hiring!**

### **ROVING TEACHER & ADMINISTRATIVE ASSISTANT**

*(Full-time: 70% roving teaching across Seattle and King County; 30% office support)*

**We strongly encourage applications from people of color, immigrants, male-identifying educators, people with disabilities, members of the LGBTQ community, non-binary applicants and other underrepresented and historically marginalized groups.**

Tiny Trees Preschool gives children a quality education and a joyful, nature rich childhood: one full of play, exploration and wonder. By creating joyful, outdoor classrooms in public parks throughout Seattle and King County, Tiny Trees makes preschool and nature accessible. Tiny Trees is committed to hiring and retaining staff who are committed to equitable early education and aims to support a diverse community of administrators and educators. Tiny Trees is an official partner of Seattle Parks and Recreation; King County Parks and Recreation and Burien Parks, Recreation and Cultural Services. Most Seattle locations are providers for the Seattle Preschool Program – Pathway, which provides free tuition at Tiny Trees for children in households below 350% of federal poverty line.

#### **As a Roving Teacher and Administrative Assistant, you will:**

*Act as a substitute or floating teacher as needed (and on short notice) or teaching at a classroom providing short or long term coverage in Tiny Trees classrooms and provide administrative support to coordinate substitute coverage.*

#### **Roving Teaching (70%)**

- Teach and help develop curriculum of Tiny Trees Preschool in conjunction with each site's teaching teams, differentiated goals, and within the school's curriculum framework.
- Partner with the teaching team to incorporate an anti-bias curriculum, meeting the cultural, behavioral and physical needs of your students.
- Assure that the classroom operates within the guidelines and standards of the Washington State Department of Children, Youth, & Families (DCYF).
- Create an inviting and emotionally safe classroom that receives a high quality rating.
- Setup and take down classroom daily, including canopies in wet/cold weather.
- Be responsible for the health, safety, and welfare of all children. This includes helping children stay warm and dry in wet weather, managing risk in an outdoor setting, and addressing student conflict.
- Be an ambassador for the classroom's park when interacting with the public.
- Be responsible for the health, safety, and welfare of all children. This includes helping children stay warm and dry in inclement weather, managing risk in an outdoor setting, and addressing student conflict.
- Floating teacher as needed, providing an extra set of hands in our outdoor classrooms.
- Other duties as assigned.

#### **Office Support (30%)**

- Assist in coordination of substitute teachers in collaboration with our Partnerships Manager.
- Organize and deliver educational supplies to our classrooms around Seattle and King County.
- Organize files, gear and input data in support of our Family Services, Education, and Operations teams with fidelity and while maintaining confidentiality.
- Other duties as assigned.

#### **You Are:**

- Passionate, flexible, creative, intentional and reflective in your work with children.
- Looking to grow professionally through mentorship and teamwork.

- Dedicated to equal access to education, early learning, child-directed and play-based learning, and the outdoors. You love children, equity in education, and the environment.
- Engaging and easily able to communicate with students, families, and peers.
- Excited to get dirty and laugh a lot while teaching outside in all types of weather.
- Creative and driven to adapt lessons to outdoor classrooms in Seattle city parks.
- Experienced teaching children 3-5 years old in environmental education programs or preschool settings.
- Inter-culturally fluent and familiar with anti-bias approaches.
- Tolerant of uncertainty and change and understand that organizations continue to improve when the people who work there are adaptable, take chances, & learn from their mistakes.
- Willing to use your own car to travel (we reimburse for mileage).
- Flexible and willing to jump in your car at the drop of a hat.
- Bonus Points!
  - Experience teaching in a Seattle Preschool Program or Seattle Preschool Program Pathway classroom; BA in Child Development, Early Childhood Education, Elementary Education, P-3 endorsement, Environmental Education, or related; Knowledge of Pacific Northwest natural history; Multilingual; Special talent (play an instrument, sing, puppetry, storytelling, knot tying, artistic, etc).

**Job Title: *Roving Teacher & Administrative Assistant***

- Reports to: Partnerships Manager
- Weekly hours: Monday through Friday, 40 hours per week. Occasional evenings and weekend with advanced notice.
- Location: Roving Teacher, Tiny Trees classrooms in Seattle and King County; Administrative Assistant, Impact Hub, 220 2nd Avenue, Pioneer Square in Downtown Seattle.

**Salary:** This is a 40 hour per week, non-exempt, hourly position. Hourly pay is \$17 - 18.75, DOE.

**Benefits:** The following benefits are split between bi-weekly pay periods:

- Health insurance: employer provided Gold level health care plan from Kaiser Permanente.
- Retirement benefit: 3.75% annual salary contribution starting after one year of employment.
- Paid training: \$350 Professional development stipend.
- Discounts on outdoor clothing.
- 80 hours paid time off (PTO) plus 10 holidays and some school closure days (total paid time off a yr: 5 weeks).
- Employee Assistance Program (EAP) for assistance with issues that interfere with your health, well-being, and productivity at home or at work.

**Apply:** Please send a single document with resume, cover letter, and 3 references to [jobs@tinytrees.org](mailto:jobs@tinytrees.org) or apply at [www.tinytrees.org/about/careers](http://www.tinytrees.org/about/careers). Hiring process is rolling. This position requires successful reference and background checks. Tiny Trees Preschool is an equal opportunity employer.

**Commitment to Equity**

Tiny Trees Preschool welcomes all children, all families and all staff members and works every day to create an emotionally and physically safe space for every child, family member, and staff member while challenging our community to think critically about bias and systemic oppression. Tiny Trees believes that having a community of individuals with diverse backgrounds enhances our ability to meet our mission and creates a vibrant environment where all members of the Tiny Trees community thrive. Tiny Trees is an equal opportunity employer that celebrates and honors diversity and does not discriminate on the basis of sex, gender identity, sexual orientation, religion, race, color, physical or developmental ability or ethnic origin in the hiring of its personnel.