



## We're Hiring!

### 2020-21 SCHOOL YEAR ASSISTANT TEACHER

*(40 Hours Per Week, Multiple Positions across Seattle and King County)*

Tiny Trees Preschool gives children a quality education and a joyful, nature rich childhood: one full of play, exploration and wonder in outdoor classrooms at Seattle and King County public parks. Tiny Trees is an official partner of Seattle Parks and Recreation; King County Parks and Recreation, Seattle Art Museum, and Burien Parks, Recreation and Cultural Services. Tiny Trees offers multiple financial aid options for families in different circumstances. These programs include the Seattle Preschool Program, Goodwin Connections, Best Starts for Kids and Tiny Trees funded financial assistance.

#### **As an Assistant Teacher, you will:**

*Work closely with our Preschool Program Director, and fellow teachers. Duties will include:*

- Be a Collaborative Member of the Teaching Team
  - Teach and help develop the curriculum of your classroom with other members of the teaching team
  - Partner with the Lead Teacher to incorporate an anti-racist, anti-bias curriculum, working collaboratively to meet the cultural, behavioral and physical needs of your students.
  - Create a welcoming and emotionally safe classroom.
- Assist Lead Teacher in being responsible for the health, safety, and wellbeing of all students
  - Manage risk in an outdoor setting
  - Manage inclement weather related challenges
  - Address student conflict and challenging behaviors
  - Assure that the classroom operates within the guidelines and standards of the Washington State Department of Children, Youth, & Families (DCYF)
- Reflective Practices
  - Assist Lead Teacher in conducting ongoing assessment of students using Teaching Strategies GOLD
  - Contribute to the development, implementation, and review of Tiny Trees Preschool policies and procedures in conjunction with Tiny Trees administration, as appropriate
- Family Communication and Support
  - Assist Lead Teacher with family-teacher communication and student data tracking, using technology/collaborative tools such as Gmail, Google Drive, Facebook, and online search engines on a regular basis
  - In collaboration with the teaching team, conduct family-teacher conferences three times per year
  - Assist Lead Teacher in gracefully and professionally communicating with parents and caregivers, both formally and informally, individually and in groups
- Assist Lead Teacher in Managing Classroom and Site Needs
  - Support overall planning for equipment and supply needs
  - Work with your teaching team to setup and take down the classroom daily, including canopies in wet/cold weather
- Commit to Anti-Racism Learning and Teaching
  - Participate in trainings, reflective groups and/or caucus to learn about anti-racist practices and teaching pedagogy
  - With support from your teaching team, intentionally incorporate anti-racist practices in your teaching
- Represent Tiny Trees
  - Be an ambassador for the classroom's park when interacting with the public
- Other duties as assigned.

**You Are:**

- Intentional and reflective in your work with children.
- Looking to grow professionally through mentorship and teamwork.
- Dedicated to expanding access to early learning, child-directed and play-based learning, and the outdoors.
- Interested in and committed to anti-racism and anti-bias teaching.
- Engaging and able to communicate effectively with students, families, and peers
- Excited to get dirty and laugh a lot while teaching outside even in Seattle's cold and wet winters.
- Open and eager to learn, grow, adapt, be flexible as a part of a learning organization.

**Minimum Qualifications:**

- At least eighteen years old.
- Have a high school diploma, or equivalent.
- Have a minimum of an ECE initial certificate or equivalent, *or be willing to get one within five years of being hired.*
- Experienced teaching children 3-5 years old in environmental education programs or preschool settings.
- Ability to lift 50 pounds on a regular basis, including loading and unloading boxes of classroom materials, pulling a wagon, moving sticks and logs, and moving children.

**Job Title: Assistant Teacher**

- Reports to the classroom Lead Teacher.
- Weekly hours: Monday through Friday, 40 hours per week.. Occasional evening and weekend hours. Classes are scheduled to run 8:30am-12:30pm and all teaching teams have weekly flexible planning and prep time.
- This position is for a 10 month school-year, with a potential opportunity to provide summer programming
- **The position is slated to begin with mandatory In-Service Training on August 31 prior to classes starting in mid-September.**

**Salary:** This is a non-exempt, hourly position. Pay is \$16.00-\$17.50 an hour, DOE.

**Benefits:** The following benefits are split between bi-weekly pay periods and prorated for part time staff (under 35 hours/week:

- Health insurance: employer provided Gold level health care plan from Kaiser Permanente.
- Retirement benefit: 3.75% annual salary contribution starting after 1 year of employment.
- Paid training (approximately 18 days/year): monthly professional development and annual staff training, paid attendance and registration for some additional training.
- Discounts on outdoor clothing.
- Approximately 100 hours paid time off (PTO) plus federal holidays and 5 school closure days for 10 month school year; additional PTO accrual dependent on summer schedule.
- Employee Assistance Program (EAP) for assistance with issues that interfere with your health, well-being, and productivity at home or at work.

**Apply:** Please submit a single document that includes a cover letter and resume with contact information for three references at [tinytrees.org/about/careers](http://tinytrees.org/about/careers). **Hiring process is rolling; please apply at your earliest convenience. Priority deadline is August 14, 2020.** This position requires successful reference and background checks. Tiny Trees Preschool is an equal opportunity employer. Candidates who add to our diverse community are encouraged to apply. Address cover letters to Erin Hoener, Preschool Program Director.

**Commitment to Equity**

Tiny Trees Preschool is working to become an anti-racist organization. We welcome all children, all families and all staff members and work 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 serve our purpose and creates a vibrant environment where all members of the Tiny Trees community thrive. Tiny Trees is an equal opportunity employer 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.