



## We're Hiring!

### 2020-21 SCHOOL YEAR LEAD TEACHER & ON-SITE SUPERVISOR

(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, Best Starts for Kids and Tiny Trees funded financial assistance.

#### As a Lead Teacher, you will:

*Be the most senior educator at your outdoor classroom's park and will work closely with our Preschool Program Director, and fellow teachers. Duties will include:*

- Lead Educator
  - Teach and develop the curriculum of your classroom with other members of your teaching team
  - Develop your classroom with consideration for the cultures and backgrounds of your students by incorporating an anti-racist, anti-bias curriculum
  - Create a welcoming and emotionally safe classroom
- Be 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
  - Conduct 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
  - Lead 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
  - Conduct family-teacher conferences three times per year
  - Be the primary contact for families in your program; gracefully and professionally communicate with parents and caregivers, both formally and informally, individually and in groups
- Supervise and Coach Teaching Team
  - Collaborate with and cultivate a team of equally passionate, engaged educators, modeling best practices for the teaching team at your site
  - Help train and mentor assistant teaching staff for your classroom in partnership with the off-site Preschool Program Director
  - Mentor classroom volunteers and apprentices/service learners from our college and university partners
- Manage Classroom and Site Needs
  - Maintain planning for equipment and supply needs in partnership with the Assistant Teacher and other program staff aligned with the monthly budget.
  - 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.
- Familiar with 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:**

- 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: Lead Teacher & On-site Supervisor**

- Reports to the Preschool Program Director.
- Weekly hours: Monday through Friday, 40 hours per week. Occasional evening and weekend hours. Classes run 8:30am - 12:30pm Monday - Friday 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 24, prior to classes starting in mid-September.**

**Salary:** This is a non-exempt, hourly position. Pay range is \$18.00-\$22.00 an hour depending on experience.

**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 12 months 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, resume, and 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.