



## **We're Hiring!**

### **2022-2023 CLASSROOM AIDE**

*(32 Hours Per Week)*

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.

The **Classroom Aide** works toward creating a culture of caring, fairness, respect, and curiosity while also providing children with a joyfully muddy childhood. The following outlines the primary responsibilities of the job.

#### **As a Classroom Aide you will:**

*Work closely with the Lead Teacher/Onsite Supervisor, and fellow teachers. Duties will include:*

- Be a Collaborative Member of the Teaching Team
  - Create a welcoming and emotionally safe classroom and support the Lead Teacher and Assistant Teacher with daily activities with children.
  - Learn about and participates in the formation of daily/weekly emergent curriculum and lesson plans in line with Developmentally Appropriate Practice and other best practices, including HighScope Curriculum and Anti-Racist Teaching practices.
  - Demonstrate cultural competency and respect for the child's background by incorporating the cultural, linguistic and familial values and beliefs into the childcare program and lesson plans.
- Support 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 Tiny Trees guidelines for health, safety and risk management
- Reflective Practices
  - Meet with the teaching team regularly to review children's goals and planned classroom activities.
- Family Communication and Support
  - Support lead teacher in gracefully and professionally communicating with parents and caregivers, both formally and informally, individually and in groups
- Support 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
  - Daily cleaning and sanitizing
- 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.

**Minimum Qualifications:**

- At least eighteen years old.
- Have a high school diploma, or equivalent.
- Some experience teaching or caregiving in a formal or informal setting with children age 3-8 years old
- 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: *Classroom Aide***

- Reports to the Lead Teacher and Onsite Supervisor.
- Weekly hours: Monday through Friday, 30 hours per week.
- The typical work schedule will be 8:30 am to 1:30 pm with a 30 minute paid lunch break
- Occasional evening and weekend hours.

**Salary:** This is an entry-level, non-exempt, hourly position. Starting Pay is \$17.00- \$18.00 per hour

**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.
- Outdoor gear and 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.
- Commuter Benefits Program.

**To 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.** This position requires successful references and background checks.

**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.