



SUMMER 2023 ASSISTANT TEACHER Job Description

(40 hours per week)

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 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.

As an Assistant Teacher, you will:

Work closely with our preschool program director, program supervisor, 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).
- Support overall planning for equipment and supply needs.
- Work with your teaching team to set up and take down the classroom daily, including canopies in wet/cold weather.
- Be an ambassador for the classroom's park when interacting with the public.

Reflective Practices

- Assist Lead Teacher in conducting ongoing assessment of students using Teaching Strategies GOLD or other documentation.
- 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 and Procare.
- 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.

Commit to Anti-Racism Learning and Teaching

- Participate in training, 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.

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 a Washington State ECE initial certificate or equivalent (approximately 12 Early Childhood Education Credits, *or be willing to get one within five years of being hired or promoted to this position.*)
- 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 Lead Teacher & On-site Supervisor.
- Weekly hours: Monday through Friday, 40 hours per week.
- Seasonal Employment: You'll be hired to work 6/26/2023 through 8/18/2023.
- The typical work schedule will be 8:30 am to 4:30 pm with a 30 minute paid lunch break

Salary: This is a non-exempt, hourly position. Pay is \$20.00 to \$21.00 an hour.

Apply: Please submit a single document that includes a cover letter and resume with contact info for two references at tinytrees.org/about/careers. **The hiring process is rolling; please apply at your earliest convenience.** This position requires successful reference and background checks.

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 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.