



SUMMER 2023

LEAD TEACHER & ON-SITE SUPERVISOR

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. These programs include the Seattle Preschool Program, Best Starts for Kids and Tiny Trees funded financial assistance.

As a Lead Teacher and On-site Supervisor, 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**
 - 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 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.
- Represent Tiny Trees
 - Be an ambassador for the classroom's park when interacting with the public.
- Provide Support to Organizational Needs or Projects
 - Each week, teachers with one 4 hour program will spend five hours per week doing work that is dedicated to organization-wide support. This may include activities such as peer-to-peer support for other classrooms, projects that support community partners, and/or projects that support organizational capacity for early learning and child development. You will work in collaboration with the Preschool Program Director to determine the focus of these hours.
- Other duties as assigned.

Minimum Qualifications:

- Have a minimum of a Washington State ECE Short certificate or equivalent (approximately 22 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: *Lead Teacher & On-site Supervisor*

- Reports to the Preschool Program Director.
- 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. Starting pay range is \$20.00-\$23.00 an hour depending on experience.

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.