



Refugee Women’s Alliance (ReWA) is a nationally recognized multiethnic nonprofit organization that provides award-winning services to refugee and immigrant women and their families in King and Snohomish Counties.

## Job Announcement

- POSITION TITLE:** Substitute Teacher – Childcare or Preschool
- PROGRAM:** Early Childhood Education Program
- REPORTS TO:** Early Childhood Education Program Director
- STATUS:** On-Call Substitute Teacher
- SCHEDULE:** Hours vary based on availability and need. Typical hours are Monday through Friday between 7:30am and 5:30pm

**PURPOSE:**

Provide a comfortable and secure environment for children to meet their emotional, social, intellectual and physical needs. Organize and present materials that are age appropriate. Help refugee and immigrant children maintain their home language and culture while learning English, and feel emotional and socially comfortable in a pre-school setting. Provide information to parents on childcare techniques as needed.

**RESPONSIBILITIES:**

- Follow program policies, Performance Standards (ECEAP & Step Ahead) NAC (National Accreditation Commission) and Licensing Guidelines .
- Maintain a positive social/emotional atmosphere with children and families.
- Support children with developmentally appropriate literacy, numeracy, scientific inquiry, creative and physical opportunities with respect to the learning styles and abilities to meet the needs of all students.
- Use developmentally appropriate means of communicating with the children.
- Assist with the maintenance of a clean, healthy and safe environment.
- Assist with the preparation, presentation and clean-up of projects and activities
- Inspect classroom equipment and materials daily to insure they are safe, clean and in good repair for children’s use.
- Monitor children at all times (counts, hallway, transitions, and outside; ensuring ratios are always maintain).
- Report all child injuries, accidents, illnesses, and discipline problems to the Site Coordinators and Directors.
- Serve breakfast, lunch and/or snacks; sit down with children and engage in meaningful conversations and model eating following USDA guidelines.

- Maintain a presence of professionalism and work effectively as a childcare team member.
- Work in partnership with the classroom teachers and volunteers.
- Attend training sessions and childcare meetings as required, including ECE training.
- Ability to lift the sand box on a regular basis.
- Perform other related duties assigned by Early Childhood Education Program Director.
- For long-term assignments, you may be required to help develop lesson plans; create, administer, and review assessments; participate in family-teacher conferences.

**QUALIFIED CANDIDATES SHOULD HAVE THE FOLLOWINGS:**

- Must be a minimum of 18 years of age.
- Experience volunteering or working in a multi-cultural environment with various educational backgrounds.
- A demonstrated ability to work effectively as a team member and with children.
- Ability to implement and help create varied age-appropriate activities for children of different ages and cultures.
- Must meet federal and state health and safety standards and maintain credentials for childcare (CPR and first aid, HIV, CPS Training, pass TB test).
- Current food handlers permit.
- Have clean criminal background check.
- Ability to lift a minimum of 45 pounds.
- Ability to multi-task while maintaining a sense of humor.
- Candidates with bilingual skills are preferred – Chinese, Vietnamese, Amharic, Somali.

**CLOSING DATE:** Open until filled

**FOR CONSIDERATION:**

[https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclId=19000101\\_000001&type=JS&lang=en\\_US](https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclId=19000101_000001&type=JS&lang=en_US)

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