



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: Early Childhood Program Specialist

PROGRAM: Early Childhood Education Program

REPORTS TO: Early Childhood Education Program Director

STATUS: Non-Exempt Full Time (40 hours per week)

PURPOSE: The Program Specialist will assist the ECE Program Director by assuring the delivery of a safe, nurturing, developmentally appropriate and cultural relevant program within the guidelines of agency policies and procedures, performance standards and licensing guidelines.

RESPONSIBILITIES:

- Assist staff in the technical aspects of using computer based assessments and tracking tools: Teaching Strategies GOLD Objectives for Development & Learning, Ages and Stages Questionnaire, MERIT and Learning Stories.
- Compile data and assist with reports as required.
- Participate in scheduling for program planning time and unanticipated staffing needs.
- Assist with enrollment of children; enter students into data base and update records; help parents change schools as needed.
- Generate invoices.
- Responsible for DSHS, City Subsidy monthly invoices; maintain current communication with families on voucher duration and help with benefits renewal.
- Monitor daily attendance record and reasons for absences. Collaborate with teachers to intervene with families when extended or very regular absences occur.
- Foster positive relationship with families and create family engagement opportunities in collaboration with teachers.
- Monthly classroom observation, facilitating reflective practices with teachers and Director.
- Assisting volunteer placement, schedules, provide support for parents, staff and volunteers in collaboration with the ECE Director.
- Conduct routine check on children's and staff files.
- Support the maintenance of class ratios as per licensing guidelines; step in to classroom if necessary.

- Ensure professionalism and high program quality.
- Attend program and agency staff meetings and trainings.
- Other duties assigned by ECE Program Director.

Minimum Qualifications:

- Associate of Arts in Early Childhood Education or related field or equivalent work experience.
- Two years or more experience working with preschoolers.
- Excellent written and verbal communication skills.
- Strong problem-solving skills.
- Ability to work in a team oriented environment and to handle multiple tasks.
- Must meet federal and state health and safety standards and maintain credentials for childcare (1st Aid, CPR, Food Handler, CPS training, pass a TB test).
- Must pass a background check.
- Able to work flexible hours on occasion.
- Excellent organizational and computer skills.
- Ability to communicate effectively with individuals from diverse cultural backgrounds.
- Respect for others' experiences, opinions, language, values, culture, and knowledge.
- Access to a reliable source of transportation.
- WA state driver's license and vehicle insurance.

Preferred Qualifications

- B.A. Degree in Early Childhood Education or other related areas.
- Certified in HighScope curriculum and worked in HighScope preschool classroom.
- Experience working with immigrant and refugee families.
- Bicultural/bilingual in Spanish, Vietnamese, Chinese, French, Omoro, Amharic, Eritrean, Somali, or Tigriny.

BENEFITS: Medical, dental, vision, life insurance, LTD, vacation, sick leave, paid holidays, and 403(b plan).

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

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