



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 Description

POSITION TITLE: Lead Childcare Teacher Certificate Instructor

PROGRAM: Family Support Services

REPORTS TO: Senior Director Family Empowerment

STATUS: **Nonexempt Regular** Part-time (20) hours/week)

SUMMARY: This position is responsible for delivery of Work First Childcare Teacher STARS certificate instructions to ensure job participants learn vocational and ESL language skills that will lead to successful employment childcare employment.

RESPONSIBILITIES:

Instruction & Curriculum Development

- Teach an integrated Basic STARS and job readiness course with ReWA developed curriculum.
- Develop lesson plans and provide instructions to class participants;
- Design and develop Work First Curricula that enhances participants' language acquisition and job skills.
- Adopt, design and implement effective learning activities for lower level ESL students.
- Consistently create new activities, handouts, PowerPoints, etc... based on students needs; to keep curriculum fresh and relevant.
- Create and conduct technological literacy activities and experiences in preparations for employment and/or I-BEST

Student Support

- Complete weekly activity logs and track student attendance, write monthly progress notes, edit resumes, Identify and recruit guest presenters to enhance students' learning and job placements.
- Work closely with WF program coordinator to ensure curriculum, teacher's log and student attendance and progress reports meet contractual requirements.
- Work with WF program coordinator and program director to evaluate the program and identify areas of need.
- Keep updated contacts with DCYF and with licensors in order to connect students with correct resources after graduation.
- Create employment packets for each student; included all certificates, TB test, background check, resume for student to efficiently and effectively look for employment.
- Track educational progress in MERIT and Ejas databases
- Provide Orientations in tangent with Program Coordinator to ensure students have full understanding of program enrolling in.
- Assist with maintaining waitlist with Program Coordinator
- Research and assist students seeking employment in the childcare field

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Program Development

- Study all new and updated WACs in order to provide both macro program and micro (curriculum) alignment
- Conduct evaluations for both class and internship sites to ensure we are using effective centers for future internship placement.
- Attend all meetings and trainings.

MINIMUM QUALIFICATIONS:

- State – Approved Trainer for STARS
- Bachelor degree in Early Childhood Education or related field.
- Demonstrated knowledge of Child Development and Adult Education.
- Excellent English language skills, oral and written.
- Familiarity with state regulations (MERIT – Managed Education and Registry Information Tool, and Quality Rating and Improvement System).
- MERIT State approved trainer, or willing to become state approved within 6 months of gaining position
- Familiarity with DSHS requirements and employment programs
- Experience or training in assessment and competency testing.
- At least one year experience teaching adults.
- Effective computer skills and proficiency in Microsoft Office software
- Fundamental knowledge of and experience in curriculum development
- Effective prioritizing, organizational and multi-tasking skills
- Ability to establish effective working relationships with multi-cultural staff, clients, community representatives and the general public
- Ability to communicate effectively, both orally and in writing, with individuals from a wide range of professional and cultural backgrounds
- General understanding of labor market, employer base, and social services in South King County.
- Highly positive with enthusiastic style; capable of motivating students
- Ability to work as an effective team member in a multicultural organization
- Must be self-starter and dependable with strong problem-solving skills and good judgment
- Experience and flexible in developing and teaching pre-employment and customized training classes
- Must have Washington State Driver’s license and reliable transportation to travel independently in King County, and possess current personal vehicle insurance

PREFERRED QUALIFICATIONS:

- Three to five years of experience teaching ESL to refugees and immigrants community.
- Master’s degree in education or related field, **and**
- Three years teaching experience, or an equivalent combination of education and experience

BENEFITS: Medical, Dental, Vision, LTD, Life insurance, vacation, sick leave, paid holidays, 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

EOE

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