



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 OPENING**

**POSITION TITLE:** Substitute Teacher – Childcare or Preschool  
**REPORTS TO:** Early Childhood Education Program Director  
**STATUS:** Full Time (37.5 hours per week)

### **SUMMARY:**

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.

### **ABOUT REWA:**

ReWA promotes inclusion, independence, personal leadership, and strong communities by providing refugee and immigrant women and their families with culturally and linguistically appropriate services. ReWA advocates for social justice, public policy changes and equal access to services while respecting cultural values and the right to self-determination.

Our clients come from more than 70 countries across the globe, including Africa, Southeast Asia, and the Middle East. ReWA provides social services to every member of a refugee or immigrant woman's family, from infant to senior. These services, delivered in more than 50 languages and dialects, are designed to make a long-lasting impact in our clients' lives and help them thrive in the Puget Sound community.

### **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.

#### **MINIMUM QUALIFICATIONS:**

- 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.

**BENEFITS:** Medical insurance, dental insurance, life insurance; Long Term Disability; 403(b) retirement savings plan; paid vacation, holidays, and sick leave

**TO APPLY:**

[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)

ReWA is committed to a diverse candidate pool, values and inclusive workforce and workplace environment and wishes to minimize or eliminate the impact of implicit bias during the search and hiring process. Women, minorities, and other underrepresented groups are especially encouraged to apply.

**BACKGROUND CHECKS:**

ReWA is committed to providing a safe and secure staff and client environment. Employment at ReWA is contingent upon a successful background check on each new employee. Candidates to whom an offer of employment is made will be required to sign a Release of Information Form authorizing ReWA to conduct a thorough background check

**CLOSING DATE:**

Open until filled

**EQUAL OPPORTUNITY EMPLOYER**

ReWA is committed to the principle of equal employment opportunity for all qualified individuals. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, family or parental status of any other status protected by the laws or regulations in the locations where we operate.