Overview:

**COVID-19 VACCINE REQUIRED**

Do you want to make a positive difference in Snohomish County? Are you looking for a team-centered environment to flourish in? Check us out.

Housing Hope and HopeWorks agencies are the major non-profit developer of affordable housing and provider of human services in Snohomish County and Camano Island. Our mission is to promote and provide affordable housing and tailored services to reduce homelessness and poverty for residents of Snohomish County and Camano Island. We achieve this through a variety of interventions including social enterprises, children’s services, subsidized housing opportunities and services, employment, education and training services.

We are earnestly invested in dismantling the effects of systemic racism throughout Snohomish County and Camano Island. We are looking for people who are passionate about serving people. Dedicated professionals to assist in fulfilling our mission and advancing our commitment to diversity, equity and inclusion throughout our communities.

Then this may be a good fit for you. Plan and implement a relationship-based, child directed, and individualized early childhood experience for children enrolled at Tomorrow’s Hope in accordance with policies, procedures and philosophy of Housing Hope and the Tomorrow's Hope program and state licensing requirements. Tomorrow’s Hope is proud to be part of the Washington State Early Achievers Program.

---

<table>
<thead>
<tr>
<th>Title:</th>
<th>Lead Teacher</th>
<th>FLSA:</th>
<th>Non - Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours:</td>
<td>40 hours a week, full time</td>
<td>Salary Range:</td>
<td>$18.00 - $20.50 hourly</td>
</tr>
<tr>
<td>Department:</td>
<td>Tomorrow’s Hope Child Development Center</td>
<td>Reports to:</td>
<td>Director of Tomorrow’s Hope</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Benefits Package:**

- Two medical plan options,
- $1,500 Health Savings Account annual contribution to assist in medical, dental, vision, prescription costs and investment options
- Dental and Vision plan is under $5 a month for employees Reasonable cost Dental and Vision plans for Families and Domestic Partners
- PTO Accruals and Annual Leave Benefit, first one after six month anniversary
- Flexible investing 403b Retirement Program with annual matching contribution
- Discount for childcare at Tomorrow’s Hope Child Development Center
- Employee Assistance Program and Supplemental Insurance
- Core trainings and ongoing organizational development
- Dedicated Fun Hub Committee and discounted tickets to events
- After six month anniversary, two PTO holidays provided based on average work week

**Essential Job Duties:**

**Sub Categories**

1. Knowledge of:
   a. Current and developmentally appropriate best practices for children
   b. Early childhood education, child development, classroom and behavior management, developmentally appropriate curriculum, language/literacy development and individualized learning systems.
   d. Principles of effective supervision.

2. Ability to:
   a. Establish consistent, stable and supportive relationships with children and their families.
   b. Embrace the role of a parent as the primary educator and nurturer in their child’s life.
   c. Promote and support attachment between parent and child.
   d. Work cooperatively with co-workers and families from diverse cultural, socio-economic and educational backgrounds.
   e. Continue to increase professional knowledge, skills and competencies in job related areas and incorporate and demonstrate new knowledge and skills on job.
   f. Use the team approach to resolve problems and conflicts.
   g. Demonstrate professional and effective written and verbal communication skills, receive information and feedback in an understanding manner, and use good judgment.
   h. Attend appropriate staff meetings and professional learning sessions as requested.
   i. Plan, organize, perform, direct, and assess all work related to the development, implementation, and evaluation of educational programming for individual children.
j. Establish the classroom environment and systems including room arrangement, curriculum materials, supplies and daily room schedule in support of Early Achievers.

k. Ensure the safety through constant supervision, effective arrangement of space, proper maintenance of equipment and regular practice of emergency drills.

l. Ensure that the confidentiality of all children and families is maintained and handles confidential and sensitive information regarding children, families and staff in a professional manner.

m. Maintain compliance with Washington State licensing standards, Tomorrow’s Hope policies and procedures.

n. Attend and participate in required trainings sessions and staff meetings.

o. Establish, maintain and update all documentation and records on children in the classroom. (Teaching Strategies Gold)

p. Accept responsibility for quality of job performance, and make changes as needed.

q. Assist in recruiting, interviewing, selecting, orienting and training members of your team.

Non-Essential Job Duties:
1. Assist with office tasks as assigned.
2. Drive vans as assigned.
3. Other tasks or responsibilities as assigned to keep the center safe, clean and healthy.

Requirements:
- CDA or AA Degree in Early Childhood Education or higher with a minimum of 2 years of early childhood education experience
- 18 Years of age or older
- Negative TB test (Mantua Method)
- HIV/Aids Training
- Blood Borne Pathogens Training
- CPR/First Aid Training (Adult and Child)
- Physically able to perform activities required by the position
- Currently registered in MERIT system, or the ability to be in the system within 1 week of employment
- Portable Background Check clearance
- Valid Washington state driver’s license (if driving the van)
- Able to follow written and verbal direction
- Must like working with children
- Skilled in team approach
- Working knowledge of the issues related to homelessness and poverty. Exhibit strong organizational, time management, record keeping and documentation skills
Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly and extensively required to use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms, may be required to perform repetitious movements for long periods of time in order to complete a task, stoop, kneel, crouch, or crawl and talk or hear.
- The employee frequently is required to climb, walk, sit, and talk or hear.
- The employee is regularly required to stand; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift, carry, push and pull up to 25 lbs. frequently. Items that are over 25 lbs. must be lifted, carried, pushed, pulled, or moved with proper equipment for assistance (dolly) and proper safety procedures must also be followed.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Ability to work in a general office environment as well as outdoor environment. Possible exposure to weather—heat, wet, cold, wind, and noise.

We at Housing Hope are trauma-informed and committed to excelling in creating a holistic, diverse, inclusive, uplifting and appreciative environment. We endeavor to be inter-culturally competent and trauma informed in all our practices and procedures. This simply means that we are attentive to the needs of the workforce. We embrace and practice a high standard of diversity and inclusion and strive for equity for all persons regardless of race, color, religion, citizenship, national origin, veteran status, marital status, political affiliation, sexual orientation, gender identity, disability, sex, age, status in regard to public assistance, or any other basis protected by local, state or federal law.