Title: Assistant Teacher
FLSA: Non-Exempt

Hours: 40 hours a week, full time
Salary Range: $16.50 - $18.00 hourly

Department: Tomorrow’s Hope Child Development Center
Reports to: Director of Tomorrow’s Hope

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.

The Assistant Teacher works intimately with children in the classroom building a trusting and respectful relationship with each child and, under the direction of the Lead Teacher, implementing the child’s individual learning strategies. Tomorrow’s Hope is proud to be part of the Washington State Early Achievers Program.

Please note we have COVID-19 procedures and policies in place, equipment provided. Send your resume and cover letter to be considered for the position.
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:
1. Ensuring the health and safety of Tomorrow’s Hope children.
2. Assist children in developing skills appropriate to the age range, including toileting, language, self-help, self-control and social skills; and to be able to implement routines, transitions, and activities appropriate for that age group.
3. Assist in establishing, monitoring, and maintaining a safe and healthy classroom learning environment.
4. Assist in planning and implementing a developmentally appropriate curriculum that meets children’s individual physical, intellectual, language, literacy, creative, self-identity, social and emotional needs.
5. Giving feedback on classroom functioning and success of planned activities.
6. Providing input into classroom curriculum planning, classroom set-up and its management.
7. Preparing curriculum materials.
8. Setting-up, taking down and cleaning up the classroom and materials.
9. Working with children individually in both small and large groups.
10. Upholding Housing Hope/Tomorrow’s Hope policies, protocols and procedures.
12. In the absence of the Lead Teacher, the Assistant assumes classroom leadership and management responsibilities in executing the planned curriculum, implementing the established classroom schedule and routine, supervising children and directing other staff and volunteers.
13. Function as an effective team member with co-workers to build productive, collaborative relationships and to achieve program goals and objectives.
14. Continue to increase professional knowledge, skills and competencies in job related areas and incorporate and demonstrate new knowledge and skills on the job.
15. Attend and participate in required training sessions.
16. Demonstrate appropriate professional behavior and conduct.
17. Accept responsibility for seeking assistance and guidance when needed; incorporate constructive direction from supervisor to improve job performance.
18. Accept responsibility for quality of job performance, and make changes as needed.
19. Maintain a composure and attitude that is positive and sensitive to children and their families.
20. All other tasks and responsibilities as assigned and required by program goals and objectives.

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

Requirements:
- Current knowledge of Washington State Licensed Childcare Regulations
- AA degree or higher in Early Childhood Education or related field
- Maintain a current knowledge and skills related to quality childcare and early learning practices as defined by the State and other related systems
- Negative TB test (Mantaux method)
- HIV/AIDS certificate of training
- CPR and First Aid certification for infants, children and adults
- Food Handler Card
- Able to follow written and verbal directions
- Ability to work well in a team setting
- Current Portable Background Check or ability to complete within one week of hire
- Currently registered in MERIT system or the ability to be in the system within one month of employment
- Valid Washington State license
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.