



A voice and a hub for the Latino community as we advocate on behalf of our people and work to achieve social justice.

## Job Description

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Position Title: Early Childhood Education Teacher

FLSA Status: FULL TIME, non-exempt

Department: Jose Marti Child Development

Reports to: Hilda Magana, Early Childhood Development Director

Pay Range: \$20 – 24/ Hr

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### MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community\* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

### JOB SUMMARY:

Responsible for teaching a classroom of children in an early-childhood education setting. Must implement a multicultural, dual-language teaching curriculum and maintain compliance with licensing requirements, and Early Achievers quality of standards. Communicates and provides progress reports to the families of our children. Must be able to conduct Teaching Strategies GOLD Assessment and Ages and Stages Development Screening.

### ESSENTIAL QUALIFICATIONS:

- Education – Early Childhood Teaching Certification - AA degree, CDA Certificate, or Short State Certificate in Early Childhood Education or Antioch University Certificate in Culturally Responsible Early Childhood Education
- Minimum of 3 years experience directly working with children in a classroom setting.
- Must comply with all State of Washington Professional requirements noted in “Merit” system requirements.
- Bilingual in Spanish/English, Mandarin/English or Cantonese/English.
- Very good written and oral communication skills.

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2524 16<sup>th</sup> Ave South Seattle, WA 98144 • P: (206) 957-4605 • F: (206) 329-0786 [www.elcentrodelaraza.org](http://www.elcentrodelaraza.org) • 501c(3)

Nonprofit Tax ID: 91-0899927

#### ESSENTIAL FUNCTIONS:

- Responsible for teaching the children and implementing a dual language model including the implementation of a research based “Soy Bilingüe” and Creative Curriculum, imbedded themes of the month, community involvement, and social justice as part of the curriculum.
- Provides a safe and healthy environment for the children that is attractive and reflects the curriculum appropriate to an early-childhood setting including implementation of health policies.
- Responsible for supervising the children through sight and sound.
- Responsible for all required paperwork associated with the children in his/her group (i.e. sign in/out logs, attendance sheets, weekly lesson plans, and daily logs).
- Maintains individual files with on-going observations, assessments and individual planning.
- Compliance with all licensing requirements in the classroom, for example - CPR/First Aid, Food Handler’s Permits, and others.
- Conduct Teacher – Parent conferences twice a year
- Responsible for maintaining a positive teacher-child interaction (as noted in the Classroom Assessment Scoring System).
- Implements the use of positive guidance techniques in the classroom to provide children with choices.
- Work with the lead Teacher to provide follow-up on special-needs.
- Performs other duties and responsibilities as assigned.

#### SKILLS/TECHNICAL KNOWLEDGE:

- Must be able to work in a multi-ethnic, multi-cultural setting.
- Must have very good oral and written communications skills and provide on-going communication with their lead teacher.
- Must perform in a professional manner at all times.
- Must be able to maintain confidences and handle highly confidential materials.
- Must have good organizational skills.
- Ability to provide guidance to students and follow all legal requirement pertaining to interacting with children. This includes the responsibility or reporting suspected child abuse.
- Ability to provide for the safety and health of the children at all times.

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## WORKING CONDITIONS:

Works in a classroom and playground setting. Generally works a 40-hour 5-day week, but may require occasional overtime. May have to work a flexible schedule. May require some local travel for field trips and other outings. Must be able to lift up to 30 pounds.

## PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead
- Ability to operate telephone, desktop or laptop computer
- Ability to support physical hygiene needs of children.
- Ability to lift up to 30 lbs

## **Equal Employment Opportunity and Accommodation Statement:**

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.

## **Covid-19 Vaccination Requirement**

All El Centro de la Raza employees are required to be fully vaccinated against Covid-19. Please bring your vaccination records on your first day. Failure to submit proof of vaccination will result in withdrawal of the job offer.

El Centro de la Raza Will consider requests for reasonable accommodation based upon disability or religious belief. Please contact [HR@elcentrodelaraza.org](mailto:HR@elcentrodelaraza.org) for the appropriate application forms.

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**El Centro de la Raza offers the following benefits to full-time staff:**

- Medical and Dental Insurance with competitive employee and family rates.
- Basic Life insurance provided at no cost to employee; option to buy up for additional coverage.
- 401(k) plan with 5% employer contribution; eligible to participants after six months of employment; eligible for employer contribution after first year of employment with El Centro.
- 12 days of sick/safe pay time each calendar year (accrued by pay period); Eligible to take accrued leave after 90 days of employment.
- 15 days of vacation accrued by pay period; start accruing upon hire; eligible to take after 6 months of employment plus a floating holiday and birthday off.
- 9 days of paid holidays have been established by El Centro de la Raza + 5 days paid time off during the last week of December.
- Employment Assistant Program for all employees our EAP offers help with mental health, stress, grief and loss, illness or trauma, relationship conflicts, financial guidance, life adjustments, and more.

**Contact Information**

**To apply for this job please send your resume, cover letter and our employment application to:**

Hilda Magana, JMCCDC Director, [hmagana@elcentrodelaraza.org](mailto:hmagana@elcentrodelaraza.org)

Please go to the El Centro de la Raza website to download a copy of our [Employment Application](#).

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director/ Supervisor Signature

\_\_\_\_\_  
Date

cc HR, personnel file