



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 Substitute Teacher

FLSA Status: TEMPORARY - SUB AS NEEDED, non-exempt

Department: Jose Marti Child Development

Reports to: Hilda Magana, Early Childhood Development Senior Director or Site Director

Pay Rate: \$19.97/ 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 the direct supervision of the children in the absence of the regular teacher. Support teacher implementing children's activities.

### ESSENTIAL QUALIFICATIONS:

- Education – High school diploma/ GED or equivalent experience.
- Initial State Stackables Certificate or job contingent on obtaining Initial State Stackables Certificate within six months of hire.
- Must comply with all State of Washington “Merit” system requirements, which include TB Test, child abuse and neglect training, STARTS training, Food Handlers Permit, and blood borne pathogens training.

### Additional Preferences and Responsibilities:

- Experience playing a classroom instrument or knowledge of children's songs.
- Experience or knowledge of ages and stages of children's development.
- Experience interacting directly with children.
- Bilingual in Spanish/English or Mandarin/English, or Cantonese/English.

**ESSENTIAL FUNCTIONS:**

- Assist in the implementation of a dual language model including the implementation of a research based “Soy Bilingüe” Curriculum, imbedded themes of the month, community involvement, and social justice as part of the activities.
- Help in the development of activities that support children gaining skills of social empathy cognition, physical and language development.
- Helps to create and implement with the children, activities that help teach the children their cultural identify though homemade toys.
- Aid during Small Group time.
- Provide children with positive guidance.
- Implement safety and health policies at all times when working in the classrooms.
- Help to maintain a clean, sanitized, and attractive classroom.
- Responsible for supervising the children through sight and sound.
- 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 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.

**WORKING CONDITIONS:**

Works in a classroom and playground setting. Generally, works 20 to 40 hours a week depending on need in a 5-day week period. 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.

**El Centro de la Raza offers the following benefits for this position:**

- Accrued sick/safe pay time (accrued by pay period); Eligible to take accrued leave after 90 days of employment.

NOTES AND SPECIAL REQUIREMENTS

A background check with DSHS is required for this position, due to the fact that this individual works with children on a regular basis. Finger printing is also required if the individual has lived in Washington State less than 3 years. The above duties or working procedures describe the chief function of the job and are not considered to be a detailed description of every day of the job.

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

Mario Pineda, JMCDRC Recruiter at [Mpineda@elcentrodelaraza.org](mailto:Mpineda@elcentrodelaraza.org)

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

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Employee Signature

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Date

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Director/ Supervisor Signature

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Date

cc HR, personnel file

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