



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 Lead Supervisor

FLSA Status: FULL TIME, EXEMPT

Department: Jose Marti Child Development

Reports to: Hilda Magana, Early Childhood Development Director

Pay Range: MAX \$67,724.80 / Yr

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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:**

Teacher Lead Supervisors are responsible for the overall management of the classroom and has the direct supervision of two staff teachers and classroom volunteers. Responsible to implement the Dual Language Teaching Curriculum and maintain compliance with State Licensing requirements and maintaining Early Achiever Quality Standards. Communicates with children and families about children well-being and academic progress. Must oversee and conduct Teaching Strategies Goal Assessment and Ages & Stages Development Screenings. Works with department Director to oversee Responsibility & Benefits for total classroom staff including professional development requirements and oversee schedules and Paycom responsibilities.

Staff in this position are fully bilingual, bicultural and biliterate; are extremely resourceful with excellent problem solving and collaborative leadership skills; and are prepared as agents of change and advocates for children and families.

Continually assess the social, political, and cultural contexts within which children and families live, grow, and develop; are aware of how culturally based social interactions shape development; and model strategies for supporting children in resisting bias, rejecting negative cultural messages, and developing their own sense of cultural self.

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The Teacher Lead Supervisor uses reflective supervision as it relates to professional and personal development within one's discipline by attending to the emotional content of the work and how reactions to the content affect the work. There is also a greater emphasis on the supervisor's ability to listen and wait. The supervisor allows the teacher to discover solutions, concepts, and perceptions on his/her own as the practice, reflect and evaluate their learning process.

Communication needs to always be respectful and for the purpose of reflection and developing strategies, sharing ideas and planning. The team goal is to create a safe environment for working through complex pathways and allow for everyone to develop their own voice.

Teacher Lead Supervisors are responsible to implement a system to teach, motivate and implement, and lead all written guidance so they can teach the teachers they work with. This includes documents such as the Employee Handbook. They are also responsible for adopting the Teaching Model of Classroom Assessment Scoring system and implementing that model for their classroom.

#### **ESSENTIAL QUALIFICATIONS:**

- B.A. degree, preferably in Early Childhood Education or AA degree in Early Childhood Education and acceptance of job hire condition to obtain BA within two years of hire.
- 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.
- Must comply with the licensing STARS registration.
- Very good written and oral communication skills.
- Must have a valid Washington State Driver's License and show evidence of insurability.

#### **Additional Preferences and Responsibilities**

- Previous experience working with special needs children.
- Experience driving a multi-passenger vehicle.
- Computer skills including Word and Excel
- Previous ECEAP experience a plus.
- Previous creative curriculum experience desired.
- Bilingual in Spanish/English, Mandarin/English, or Cantonese/English.
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#### **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.

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- 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 all required paperwork associated with the classroom (i.e., sign in/out logs, attendance sheets, weekly lesson plans, daily logs, etc.).
- Maintains individual files with on-going observations, assessment, and individual planning.
- Oversees classroom compliance for CPR/First Aid, Food Handler's Permits, and other State requirements. Communicates with children and their families regarding the child's progress.
- Responsible for the general cleaning and sanitation of the classroom.
- Provides the developmental screening of all children and the appropriate follow-up and planning.
- Implements the use of positive guidance techniques in the classroom to provide children with choices.
- Provides direction to volunteers as required.
- Supervises two staff teachers in classroom including guidance, direction, and development of training goals.
- Provides follow up on special-needs children and refers to the Director.
- Provide necessary approvals in Paycom for time entries for payroll and responsible for time off approval and scheduling to meet State classroom staffing requirements.
- Support or guide daycare teachers in tasks related to scheduling, Paycom, and identifying the appropriate individuals within the organization who can offer assistance in these matters.
- Stay alert to the needs of others in the classroom, including termination, complaints, and promptly inform the Site Director or Director so that proper action can be taken.
- Serve as the liaison between the daycare teachers and the site director where possible.
- 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.

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**WORKING CONDITIONS:**

Works in a classroom and playground setting. Generally, works a 40-hour 5-day week. May have to work a flexible schedule. May require some local travel for field trips and other outings.

**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 to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests if the accommodation needed if it 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 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.

To apply for this job please send your resume, cover letter and our employment application to:  
Hilda Magana, JMCDL 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](#).

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

cc HR, personnel file

rev 04/23