



POSITION OPENING

TEACHER

Early Childhood Education and Assistance Program

The Lead Teacher in ECEAP provides children with a learning environment and varied experiences which will help them develop in all areas in a manner appropriate to their age and stage of development. The Lead Teacher works in collaboration with the assistant teacher and site team to enhance the parent's role as the principal influence on the child's education and development.

ESSENTIAL FUNCTIONS

1. **Team Player:** Contributes to the development of good communication, mutual respect, mutual support, competence, and creativity among all members of the ECEAP staff.
2. **Leadership:** Provides leadership and support to assistant teacher(s).
3. **Recruitment:** In collaboration with other site staff, supports and participates in ongoing recruitment efforts to ensure full enrollment.
4. **Curriculum Planning:** Plans and develops a daily schedule of classroom routines and activities. Prepares and implements lesson plans in accordance with the ECEAP program performance standards and program service plans. Provides an integrated, child centered, comprehensive curriculum and multicultural environment, which meets the needs of every child, including those with disabilities.
5. **Guidance:** Interacts positively with all children to support their individual learning and meets their emotional needs.
6. **Classroom Preparation:** Collaborates with Assistant Teacher to prepare and organize the classroom and classroom materials in accordance with the planned classroom program.
7. **Communication/Family Support:** Communicates regularly and respectfully with families and involves them in the educational program. Encourages and supports families in working toward goals they have set for themselves. Collaborates with site team in planning and facilitating family events/meetings. When working with diverse populations, accesses interpreters and language line as needed through ESD ECEAP Interpreter Fund.
8. **Educational Planning Meetings:** Conducts three hours of educational planning meetings annually with each child's family.
9. **Record Keeping:** Completes written observations of individual children throughout the year. Develops a learning plan for each child within 90 days of school entry. Maintains complete confidential records on each child.
10. **Screenings:** Administers standardized screening tools on every child within 90 days of school entry. Re-screens and refers as necessary.
11. **Family-Style Meal Service:** Assists with planning, preparation and serving of snacks and meals; participates in and facilitates mealtime service and joins children at the table for support and conversation.
12. **Health Supervision:** Teaches and oversees health habits in the classroom, i.e. handwashing, toothbrushing, etc. Administers first aid as needed. Checks indoor and outdoor environment for safety hazards. Works in collaboration with Mental Health Professional and Nurse Consultant as needed.
13. **Supervision:** Supervises and trains preschool teaching assistants. Assists with recruitment and training of family/community volunteers to participate in the classroom.
14. **Interdisciplinary Staffings:** Participates in interdisciplinary planning for children and families to include staffings, multidisciplinary teams, individual education plans and other cross-component coordination efforts.

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15. **Professional Development:** Participates in PSESD in-service staff trainings, staff meetings, and other education opportunities to gain knowledge and skills throughout the year.
16. **Transitions:** Works in collaboration with Assistant Teacher, families and site team to ensure smooth transitions for children and families to before- and afterschool care and between ECEAP and Kindergarten.
17. **Attendance:** Maintains regular attendance; adheres to board policy and the mutually bargained leave and attendance terms as stated in the collective bargaining agreement.
18. Performs other duties consistent with the scope and intent of the position.

MINIMUM QUALIFICATIONS

1. An associate or higher degree in the field of early childhood education or child development **AND** two years of successful work experience with young children and parents/adults.
OR
An associate or higher degree in any field, with equivalent to 30 college quarter credits in early childhood education. (These 30 credits may be included in the degree or in addition to the degree) **AND** three years of successful work experience in a preschool, childcare, or kindergarten setting.
OR
A valid Washington State Teaching Certificate with an endorsement in Early Childhood Education (Pre-K – Grade 3) or Early Childhood Special Education.
2. Knowledge of developmentally appropriate practices for preschool children.
3. Ability to communicate effectively and relate positively to students, parents, staff and volunteers in a diverse environment.
4. Ability to adjust to varied situations, demands and new instructional concepts.
5. Ability to perform basic clerical tasks such as record keeping, filing, typing, copying, etc.
6. Ability to attend to occasional evening meetings and to occasionally visit parents in their homes.
7. Ability to supervise students on regularly scheduled field trips.
8. Fingerprinting and background check.
9. First aid and CPR card within 90 days of hire.
10. Completion of a one-step Mantoux tuberculosis (TB) skin test, unless there is a written proof of one of the following:
 - A negative Mantoux TB test in the 12 months prior to hiring.
 - Medication therapy to treat TB.
 - A recent negative chest X-ray and statement for a health care provider that the individual does not pose a risk to others.

EMPLOYMENT INFORMATION

Benefits: Per ECEAP guidelines.

APPLICATION

Interested candidates should apply online at www.renton.wednet.edu/onlineapp. **All candidates should apply specifically for individual positions to ensure consideration for each opening in which you are interested.**

Out of district applicants

In addition to the online application, out of district applicants are required to submit the following:

- 1) A current resume containing a summary of education and work experience.
- 2) At least two current letters of recommendation from employers and/or volunteer work.

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In-district applicants

In-district applicants should click on “district employee” within the online system and apply specifically for positions available. In addition, in-district applicants are required to submit the following:

- 1) A current resume containing a summary of education and work experience.
- 2) At least two current letters of recommendation from employers and/or volunteer work.

Our mailing address for supplemental application materials is the Renton School District Human Resources Dept., 300 SW 7th Street, Renton, WA 98057. Please call 425-204-2350 if you need assistance. For further information about the Renton School District, please visit our website at www.rentonschools.us.

Applicants selected for hire will be required to provide a social security card for payroll purposes prior to beginning employment.

Verification of identity and United States work authorization must be completed before employment commences. Successful Washington State Patrol check and FBI fingerprint report, in accordance with state law, is required for continued employment.

The Renton School District No. 403 provides equal opportunities in education and employment and does not discriminate on the basis of race, honorably-discharged veteran or military status, religion, sexual orientation, color, national origin, sex, age, marital status, or disability. For specific information contact ADA coordinator Rob Macgregor, Assistant Superintendent Instruction: Learning and Teaching (425) 204-2318, or Title IX coordinator, Paul Apostle, Assistant Superintendent, Human Resources (425) 204-2370.

For information regarding other job openings in the Renton School District, please **visit our website at** www.rentonschools.us.