

# Early Learning Assistant Teacher

**Program:** Early Learning

**Hourly/Salary:** \$21.70 - \$24.96 Per Hour

**Reports To:** Early learning Director

**Effective Day:** 08/01/2025

## ABOUT STRIVE

Strive Northwest is a nonprofit that has been serving some of Clark County's most vulnerable populations since 1963. Our programs serve children and adults with disabilities, low-income children, adults, families, and the general public.

## CORE VALUES

### We're all in

We show up, work hard, and take personal responsibility in everything we do. We have the courage to say and do the difficult things. All while staying true to our word and kind to ourselves.

### We go beyond

We're passionate about posing boundaries and respectfully challenging assumptions. We're flexible and willing to take risks. Together we'll do more than anyone though possible.

### We build community

We embrace our differences and welcome one and all in a safe, trusting place. We're inclusive in our relationships. We build connections that make our community stronger.

## MISSION

We deliver innovative programs that give opportunities for children and adults in our community to become more self-reliant through therapeutic, educational, and employment services.

## LEADERSHIP PHILOSOPHY

Leaders at Strive Northwest inspire enthusiasm and accountability that drive our mission. Leaders build engagement and communicate honestly and openly. By rallying everyone around our shared vision, Leaders model and expect the best from individuals and teams.

## AAP/EEO STATEMENT

Strive Northwest 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.





## ASSISTANT TEACHER (EARLY LEARNING)

### SUMMARY

The Assistant Teacher (Early Learning) works in collaboration with other classroom staff to provide a supportive and inclusive learning environment for children ages 1 to 5 years old. This includes classroom instruction, maintaining health and safety standards, family support, and compliance with all applicable laws, standards and related regulations.

### SUPERVISORY RESPONSIBILITY

None

### COMPETENCIES

- Early Childhood Education & Trauma Informed Care – Knowledge of human development, Early Childhood Education, developmentally appropriate practices and how children learn.
- Communication & Team Work – Ability to communicate effectively with both children and adults.
- Flexibility- Ability to adapt to fast paced environment, changing situations and adjust to the needs within the classroom. Have openness to trying new teaching strategies and activities.
- Cultural competence- respect for diverse cultural and economic backgrounds. Ability to create an inclusive and welcoming environment for all children and families

## ESSENTIAL FUNCTIONS

#### Classroom instruction

- Assist in planning and implementation of age appropriate activities and lesson plans under the direction of the Lead Teacher.
- Assist lead teacher in gathering child observations and compiling documentation for developmental progress reports.
- Support in maintaining a structured and positive classroom environment. Interact with children and extend learning experiences.
- Facilitate social emotional development and model appropriate behavior using positive guidance techniques.
- Support children's individual needs, building upon their strengths and interests; provide extra assistance to children with complex needs, including toileting and feeding.
- Maintain a safe and healthy environment. Help keep classroom looking clean and professional.

#### Support positive family interactions

- Provide culturally-responsive, positive interactions with families.
- Support and encourage family involvement within the classroom and entire program.
- Maintain program, staff, and client/family confidentiality and professional boundaries.

#### Compliance

- Maintain accurate records such as classroom files, meal counts, attendance, incident reports, and child observations.
- Adhere to all Washington Administrative Codes (WAC's) for Early Learning Programs, and Early Achiever's standards.
- Attend required meetings and trainings.
- Maintain up-to-date with all trainings and certificates.



## WORK ENVIRONMENT

While performing the duties of this job, the employee works in a classroom setting both indoors and outdoors. The employee is required to be outdoors with the children in all kinds of weather. The noise level is moderate to loud. Experiencing strong odors and unpleasant bodily fluids are a part of working with children in this age group.

## POSITION TYPE & EXPECTED HOURS

This is a full-time (30-40 hours/week) hourly position. The Early Learning center hours are Monday through Friday 7 a.m. – 6 p.m.

## TRAVEL

None

## PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to move quickly and be agile to monitor and supervise children during activities, both indoors and outdoors. Employee is required to walk and stand for extended periods of time; bend, stoop, kneel, and sit to engage in activities and assist children with tasks that are at floor-level; use hands and fingers to reach, grasp and carry; effectively communicate with coworkers, children, and families both verbally and in writing; maintain visual and auditory awareness to monitor children's activities and respond to any potential safety concerns; ability to adjust focus (classrooms are kept dark at naptime); Ability to lift and/or carry children up to 40 pounds.

## OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.



## REQUIRED EDUCATION, CERTIFICATION(S), & EXPERIENCE

- At least 18 years old
- High school diploma/GED and meet one of the following:
  - Initial Washington State Early Childhood Education Certificate
  - A current Child Development Associate (CDA) credential awarded by the Council for Early Childhood Professional Recognition
  - The equivalent of 12 college quarter credits in early childhood education (ECE)
  - If deemed necessary, complete and adhere to the goal deadlines in a Professional Development Plan
- Experience working with children
- Must pass a criminal history background check, obtain CPR and First Aid certifications, show proof of a negative TB test, show proof of MMR vaccine or immunity, and obtain a Food Handler's card .
- Obtain STARS Child Care Basics (30 hours) training within 90 days of hire date; 15 hours of STARS approved training required every year thereafter

### SIGNATURES:

Manager \_\_\_\_\_

Date \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_

Date \_\_\_\_\_