



Lopez Island Family RESOURCE CENTER

Serving the entire community at every stage of life

Position: “Tiny Tots Playschool” Assistant Teacher

Hours: 25 hours per week. This is a temporary position through at least February 2023, with the possibility of long-term employment contingent upon further grant funding. Monday-Friday, AM hours to be determined.

Pay/Benefits: \$21 – 25 per hour, paid vacation and sick time, 75% of the cost of employee Regence Health Insurance Plan

Job Description: The Playschool Assistant Teacher position has three primary job responsibilities that are essential to this position:

- 1) Provide developmentally appropriate, safe, quality and fun play-based learning childcare
 - a. Provide care and enrichment to children aged 18 months – 29 months, working alongside participating parents and the Lead Teacher
 - b. Complete on-going training as necessary
- 2) Facilitate classroom daily operations, with assistance from parent volunteers and the Lead Teacher
 - a. Including daily classroom set-up and clean-up
 - b. Including diapering, toileting, and preparing and serving snacks.
- 3) Communicate with parents

Education & Experience Required:

- 1-3 years experience working in Early Learning Education fields (required)
- Demonstratable knowledge of child development and best practices for toddlers
- Fluent in Spanish (preferred)

Skills Required:

- Commitment to support the growth of all children in an embracing environment
- Provide curriculum to toddlers.
- Able to assess problems and identify solutions.
- Ability to prioritize and organize activities.
- Able to effectively communicate and build/maintain relationships.
- Able to be an empathetic and good listener with obvious compassion for others.
- Provide parent support as needed.
- Knowledge & commitment to principles of confidentiality.
- Committed to the LIFRC mission, vision and values listed on the next page.
- Able to work effectively with a team with other program staff; being a strong team player.

- Able to work with team members and parents to brainstorm new ideas for improving and strengthening programs
- Willing to work under pressure with multiple priorities demanding time and attention, and the ability to stay calm and supportive
- Fluency in Spanish, and knowledge of the community and its social service needs, would be extremely helpful, but not required.
- Ability to move and lift children up to 35 pounds.

Mission

The Mission of the Lopez Island Family Resource Center is to provide resources and guidance necessary to meet the basic needs of the entire community. Building on this foundation of wellbeing, we also provide educational and community engagement programs and we advocate for a more just and equitable community.

Vision

We envision the Lopez Island community as a family in which each person enjoys a positive, meaningful quality of life, knowing our own and our neighbors' basic needs are being met. We are committed to lifelong growth and self-improvement in an environment of respect, kindness, and compassion.

Core Values

- We believe in an inclusive and just community with opportunity for self-improvement for all.
- We focus on the well-being of our clients
 - We maintain appropriate professional boundaries.
 - We meet people where they are.
 - We treat our clients with dignity and respect.
 - We keep our clients' information confidential.
- We use best practices.
- We strengthen our community by connecting people and organizations.
- We collaborate among staff and with other individuals and organizations.
- We are a team of self-empowered individuals.
- We are active listeners and have candid, honest, and positive communication. We accept input from others.
- We act with integrity and responsibility.
- We continuously evaluate and improve.
- We adapt to the changing needs of our clients and the community.

Closing Date: Open until filled

Please email tinytotslopez@gmail.com to apply!