

Assistant Teacher (Early Childhood Program Specialist 1)
Infant/Toddler & Preschool - Head Start - Part-
Time/Hourly
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=254680>

Downloaded On: Apr. 1, 2025 9:12pm

Posted Mar. 21, 2025, set to expire Jan. 6, 2026

Job Title Assistant Teacher (Early Childhood Program Specialist 1) Infant/Toddler & Preschool - Head Start - Part-Time/Hourly

Department

Institution Community Colleges of Spokane
Spokane, Washington

Date Posted Mar. 21, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Part-Time/Temporary Staff
Classified Staff

Academic Field(s) Educational Services
Child and Social Services

Apply Online Here <https://apptrkr.com/6094619>

Apply By Email

Job Description

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Location:



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CCS Head Start Admin Services Spokane Posted Mar. 21, 2025, set to expire Jan. 6, 2026

Department:District HS/EHS/ECEAP Admin

Salary Range:\$18.20 - \$20.94 (PT/Hourly)

Open Continuous.

Starting salary for this position is: \$18.20 (Hourly)

This Head Start position will receive salary step advancement after 12 months and every 12 months thereafter until the top of the salary range is reached. Each salary step advancement will be approximately a 5% increase in salary.

About Us

Spokane Colleges is comprised of two accredited colleges, Spokane Community College (SCC) and Spokane Falls Community College (SFCC) serving Spokane, Stevens, Whitman, Ferry, and Pend Oreille Counties, as well as portions of Lincoln County.

Both colleges are accredited by the Northwest Commission on Colleges and Universities and governed by the Washington State Board of Community and Technical Colleges.

Applications will be forwarded to the hiring official as they are received and accepted until the need is filled.

About the Assistant Teacher (Early Childhood Program Specialist 1) Infant/Toddler & Preschool - Head Start - Hourly

Under the general supervision of the Center Manager, this position assists in performing recurring routine job duties and assignments under the daily direction of the Lead and/or Associate Teacher in implementing the educational curriculum and the general operation of a Head Start/Early Head Start (HS/EHS) early childhood classroom.

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JOB SUMMARY

Under general supervision of the Center Manager, the Assistant Teacher assists in performing recurring routine job duties and assignments under the daily direction of the Lead and/or Associate Teacher in implementing the educational curriculum and the general operation of a Head Start/Early Head Start (HS/EHS) early childhood classroom.

This is a non-permanent, hourly position.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Assist in preparation and implementation of classroom and outside daily routines and activities. Utilize daily routines to support individual learning opportunities. *
- Assist in the development, implementation and documentation of an early childhood curriculum. *
- Assist in assessing the developmental needs of infants/toddlers and/or preschoolers; track individual progress by recording ongoing assessments and assist with the development of individualized learning opportunities, inclusive of children with disabilities. *
- Promote and protect children's health by adhering to Individual Health Plans (IHP) and special diet needs. Attend to children's personal needs and model routine care as a component of primary caregiving. *
- Assist in conducting developmental screenings, providing referrals and arranging follow-up services and ensuring parents are involved in curriculum planning and child observations in the classroom environment. *
- Assist with maintaining required documentation, record and supplies. *
- May assist and/or perform work of the Lead and/or Associate Teacher and guide children for specified periods when the teacher(s) are absent. *
- Work effectively as a member of a classroom and direct services team to provide integrated, comprehensive services to children and families. *
- May participate in case management, home visits, center conferences and the development and implementation of Children's Individual Plans (CIP) and family transition plans with Direct Service Team. *
- Participate in essential meetings and trainings as directed. *
- Model professional decorum and mutual respect in all personal interactions. *
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. *
- Support and advance the CCS strategic plan, and perform other duties as assigned. *

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**Indicates this is an essential duty.*

COMPETENCIES

- Action Oriented
- Optimizes Work Processes
- Ensures Accountability
- Drives Results
- Collaborates
- Values Differences
- Communicates Effectively
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Current First Aid/CPR training or ability to obtain (as available through CCS).
- Ability to communicate effectively in written and verbally.
- Ability to maintain confidentiality and professional/ethical boundaries with families and staff members.
- Ability to maintain a healthy, safe and welcoming environment both inside and outside of the classroom.
- Knowledge of appropriate techniques for diapering, sanitation, napping, feeding and toilet training.
- Ability to work on and pivot between multiple tasks and work in a fast-paced environment.

DESIRED QUALIFICATIONS

- One year of experience in childcare OR equivalent education/experience.
- Washington State Early Childhood Education (ECE) certificate OR Current Child Development Associate (CDA) certificate.

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- One or more years' experience working with infant/toddler/preschool aged children.
- Previous experience with Head Start/Early Head Start or working with low-income families from a variety of cultural groups, especially English as a Second Language (ESL).
- Basic computer skills including email and word processing.
- Previous experience with Teaching Strategies Gold and Creative Curriculum Tools.

HOURS OF WORK

- Work schedule will be determined by the supervisor.
- Majority of positions work during the day; some positions work for the evening program which may include working with children ages 6 weeks through 12 years.
- At the time of the interview, you will be advised if the position available is for the evening program.
- Evening program staff are supervised by the Evening Child Care Supervisor.
- Position is eligible for paid sick leave benefit with an accrual rate of one hour for every 40 hours worked.
- Part-time hourly positions are not intended to exceed 1050 hours of work within any 12-month period from the original hire date.
- If a part-time hourly position exceeds 1050 hours from the original hire date or July 1, 2022, whichever is later, an employee has a right per WAC 357-19-450 to petition for remedial action within 30 days of exceeding the 1050-hour limit.

PHYSICAL REQUIREMENTS

- Work is equally performed in indoor temperature-controlled office environment, and outdoor uncontrolled elements.
- Work is active in nature.
- Frequent use of computer and exposure to terminal screens.
- Work in an environment of frequent interruptions and distractions.
- Move up to 25 lbs. frequently and up to 50 lbs. occasionally.
- Frequent kneeling, stooping, crouching, crawling, climbing and twisting.
- Frequent repetitive hand/wrist motions and finger manipulation.
- Frequent repetitive reaching, grabbing, and stretching.
- Frequent oral and auditory communication with others.
- Requires communication ability necessary to understand instructions and recognize hazardous, unsafe or poisonous materials and/or products.
- Occasional exposure to fumes, dust, odors and/or biohazards.

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CONDITIONS OF EMPLOYMENT

- Non-permanent, hourly position.
- Work schedule will be determined by the supervisor.
- This position is overtime eligible.
- Post-Offer medical exam which includes tuberculin screening and submission of documentation indicating Measles, Mumps & Rubella (MMR) vaccination or immunity.
- Pre-Employment Post Offer, criminal history/child abuse information check including Department of Children, Youth and Families Portable Background Check prior to employment.
- First aid/CPR certification (or ability to obtain when training is offered by CCS).
- Valid Food Workers Card (as available through Washington State Department of Health).
- Criminal background check is required.
- This position is eligible for coverage under a collective bargaining agreement. Membership is optional.

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Community Colleges of Spokane maintains a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and

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[Public Employees Benefits Board](#)

[Additional benefits information](#)

Apply Now!

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

Community Colleges of Spokane (CCS) Equity Statement

CCS believes that access to high-quality education in a safe and inclusive environment is the right of all individuals and imperative for the continued advancement of a strong democracy and workforce. We also believe higher education institutions have an obligation to work toward and demonstrate progress in ensuring equity amongst their students, faculty, and staff. Equity is grounded in the principle of fairness. In higher education, equity refers to ensuring that each student receives what they need to be successful through the intentional design of the college experience.

Native Land Acknowledgement

We are honored to acknowledge that the Community Colleges of Spokane, and our main campuses for Spokane Falls and Spokane Community College, are located on the traditional and sacred homelands of the Spokane Tribe. We also provide services in a region that includes the traditional and sacred homelands of the Coeur d'Alene Tribe, Confederated Tribes of the Colville Reservation, Kalispel Tribe and Nez Perce Tribe.

We pay our respect to tribal elders both past and present as well as to all Indigenous people today. This land holds their cultural DNA, and we are honored and grateful to be here on their traditional lands. We give thanks to the legacy of the original people and their descendants and pledge to honor



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their stewardship and values. Posted Mar. 21, 2025, set to expire Jan. 6, 2026

Equal Opportunity Institution

Community Colleges of Spokane does not discriminate on the basis of race, color, religion, national origin, sex, disability, sexual orientation, pregnancy and related conditions, or age in its programs, activities or employment.

Community Colleges of Spokane does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding her child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of trained guide dog or service animal by a person with disability, genetic information or any other legally protected category.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:

Fred Davis | Chief Human Resources Officer

Community Colleges of Spokane

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/assistant-teacher-early-childhood-program-specialist-1-infant-toddler-preschool-head-start-part-time-hourly-spokane-washington-united-states-c7113615-9921-41b4-9610-5a1e72f901a8>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.



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Contact Posted Mar. 21, 2025, set to expire Jan. 6, 2026

Staff

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