



Job Announcement

TITLE: Substitute Teacher

Encompass is a private non-profit serving the Snoqualmie Valley and Issaquah communities for over 50 years. Our mission is to partner with families to build healthy foundations for children. We believe what happens early in life matters. We offer high quality, leading edge early childhood educational and therapeutic services to all children in our communities.

SCOPE: Substitute Teachers are responsible for assisting teachers and/or providing support in the classroom environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist staff with both long and short range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy
- Manage children's activities and projects as needed
- Maintain open communication with coworkers
- Maintain confidentiality
- Report any suspected abuse to supervisor
- Help maintain a safe and healthy environment; administer first aid in a timely manner when needed
- Attend in-service and staff meetings when necessary
- Keep all appropriate records such as attendance and time sheets.
- Meet all applicable licensing regulations

QUALIFICATIONS:

Required:

- Experience working with young children
- Ability to adhere to safety practices and procedures as required by state and federal laws.
- Ability to prepare and maintain accurate records, understand written instructions and procedures, prepare and write pertinent documents, and speak clearly and understandably.
- Ability to perform the tasks and functions as required by the job including preparing and implementing age-appropriate programs and activities, providing positive reinforcement to children and dispensing assertive disciplinary practices.
- Ability to work and communicate with a diverse group of people.

HOURS/SCHEDULE: Multiple positions available 20-40 hours per week

SALARY: \$ 15.27 – 20.66 per hour, DOE

LOCATIONS: Encompass Early Learning Center, 1407 Boalch Avenue NW, North Bend, WA

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry push, pull, or otherwise move objects.
- This type of work involves sitting, walking or standing, and may involve some running.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

OTHER REQUIREMENTS:

Required within 90 days of hire:

First aid and CPR card

Food and Beverage Handler's Permit

TB screening

Send resume/application to: Encompass, attn. Kristin Webb, Director of Administration, 1407 Boalch Ave NW, North Bend WA 98045 or email to: employment@encompassnw.org. No phone calls, please.

Encompass is an Equal Opportunity Employer. Qualified applicants receive consideration for employment without discrimination based on gender, marital status, race, color, religion, national origin, age, or the presence of a non-job-related medical condition or handicap.