

Job Announcement: Assistant Preschool Teacher

Kingston Cooperative Preschool is seeking an experienced early childhood educator to join our community as an **Assistant Preschool Teacher** beginning in August 2024! The ideal candidate will be comfortable working closely with children's caregivers and dedicated to providing a high-quality, play-based, student-led learning experience for the whole family.

Refer to the job description below for more details and instructions for applying.

About our School

Kingston Cooperative Preschool provides a nurturing learning community for children ages 1-5 and their families. Our experienced teachers utilize a play-based, student-led curriculum approach. Our program supports the development of the whole child, with great emphasis placed on teaching social and emotional skills. At the same time, parents and caregivers learn through in-class experiences and monthly Parent Education meetings.

As a cooperative, family involvement is vital to the successful operation of the preschool program. Parents and caregivers serve as Teaching Parents, volunteer on the Board of Directors, and participate in fundraisers and other volunteer projects. The biggest benefit of this cooperative preschool model is the strong community that it fosters.

KCP has operated in the historic Kingston Schoolhouse in Kingston, Washington since 1965. We are a parent-run non-profit affiliated with the Parent Child Preschool Organization. Find more information about our school on our website: <http://kingstoncooppreschool.com/>

Job Title	Preschool Assistant Teacher
Schedule	<ul style="list-style-type: none">• 31 hours per week (M-Th 9-3:45 & F 9-12)• Late-August through Mid-June, with holidays and breaks consistent with the North Kitsap School District calendar• Possibility of additional hours based on enrollment/class offerings• Attendance at Board meetings and school events
Start Date	Late August 2024 (with flexible training opportunities available Spring and/or Summer 2024)
Pay Range	\$18-23/hr starting, depending on qualifications
Benefits	<ul style="list-style-type: none">• 10 days paid leave per school year• Paid training & professional development• Tuition waived for children enrolled in the preschool• Competitive hourly rate• Retirement contributions
Reports to	KCP Board of Directors

Job Purpose	Provide instruction to preschool age children within the cooperative preschool program. Partner with families to promote social, emotional, physical, and cognitive development of children.
<p>Job Description</p> <ol style="list-style-type: none"> 1. Work in partnership with Lead Teacher and preschool families to plan and implement an early childhood curriculum and environment where children will: <ol style="list-style-type: none"> a. Engage in play-based, child-led learning b. Form positive relationships with peers and adults c. Explore, grow, and develop at their own developmental pace d. Experience calm, consistent, and compassionate responsiveness to needs e. Develop a positive sense of identity and appreciation for diversity 2. Implement research-based best practices that are developmentally appropriate for varying age groups and culturally relevant to families. 3. Adapt teaching methods and instructional materials to meet students' needs and interests. 4. Supervise, lead, and support Teaching Parents in carrying out the preschool curriculum. 5. Assist the Parent Educator in providing opportunities for caregivers to learn about the growth and development of their children. Serve as a role model of positive discipline and developmentally appropriate practices. 6. Maintain records and evidence of children's development, to be communicated to caregivers at annual conferences. 7. Maintain classroom budget and materials. Submit purchase/reimbursement requests for equipment and supplies. 8. Assist in maintaining all required documentation, including student records and attendance records. 9. Uphold and assist in enforcing program, administrative, and Board policies, including the KCP Handbook & Bylaws and any active addendums. 10. Abide by the guidance and philosophy of the Parent Child Preschool Organization (PCPO). 11. Take all necessary and reasonable precautions to protect children, staff, equipment, materials, and facilities. 12. Seek continuing education opportunities and stay current on early childhood education practices, standards, and curriculum. Submit copies of certificates issued for workshops, trainings, classes, CEUs, etc. to remain on file at school. 13. Maintain current First Aid and CPR certificates. Submit copies of certificates to remain on file at school. 14. Inform AP Treasurer of any leave taken or requested and assist in finding a reasonable substitute in your absence. 15. Participate in Family Orientations in early September and Open House in March. 16. As a nonvoting member of the school's volunteer Board of Directors, advise on operational matters. 	

17. Attend school social events when possible in order to strengthen relationships with families.

Minimum Experience & Education

- High School Diploma
- Minimum of one year working with young children

Preferred Experience & Education

- Have or be working toward an Associates Degree in Early Childhood Education, CDA, or equivalent college credits in ECE
- 3+ years working with young children
- Experience with cooperative school model (as a teacher or parent/caregiver)
- Experience working with children and families from diverse backgrounds
- Experience working with children with developmental delays and/or disabilities

Required Knowledge, Skills, Abilities, & Other Characteristics

- Understanding and commitment to play-based learning and emergent curriculum
- Commitment to and ability to model positive discipline
- Commitment to anti-bias education
- Comfort and confidence directing caregivers working in the preschool classroom
- Excellent problem solving skills
- Excellent verbal and written communication skills
- Good human relations and interpersonal skills
- Ability to work as a member of a team
- Ability to take initiative
- Knowledge of local community resources
- Ability to use multiple communication and technology systems, including email, Google apps, tablets, and web-based data management services

Working Environment: The Preschool Teacher is expected to actively engage with children in play and organized activities as well as complete caretaking tasks as necessary. This may include frequent standing, walking, running, frequent use of stairs, kneeling, lifting up to 40 pounds, and exposure to bodily fluids.

Application & Hiring Process

To apply, submit the following to KCP Co-Presidents Brianna Green and Tally Teal at president@kingstoncooppreschool.com

- Cover letter
- Resume
- Contact information for three professional references

The KCP Hiring Committee will alert all applicants that application materials have been received. Qualified candidates will be invited to complete an interview with the hiring committee as well as a working interview.

Upon hire, a probationary term of 90 days shall be in effect. Upon satisfactory completion of this term, a contract will be offered for continuance through the remainder of the school year. Thereafter, the contract will be negotiated on a yearly basis, with a letter of intent given to the teacher in April.

Conditions of Employment

- Successful completion of a Washington State criminal history background check prior to start date
- Possess or be able to attain First Aid & CPR certification prior to start date
- Possess or be able to attain a Food Handler's Permit prior to start date
- Possess or be able to attain Allergy Safety Training prior to start date
- Possess or be able to attain Child Abuse Prevention Training prior to start date
- Verify education by submitting college transcript(s) and/or training certificates
- Provide proof of eligibility to work in the United States
- Provide proof of negative TB test
- Provide proof of COVID-19 vaccination

Non-Discrimination Statement

Kingston Cooperative Preschool shall not discriminate against members, prospective members, teaching staff, or students on the basis of race, color, national or ethnic origin, gender, gender expression, disability, sexual orientation or religion (creed) This non-discrimination policy covers all facets of the Cooperative's operation, including its admission policy, hiring practices, Emergency Tuition Assistance program, Board member status, extracurricular activities, or any other activity. Kingston Cooperative Preschool is committed to providing an inclusive and welcoming environment for all staff, students, volunteers and families in our school and community.