



**Who We Are:**

EPIC, Early Learning, is a private, nonprofit organization, delivering early childhood educational services to families in Central Washington for more than 35 years.

**What We Believe:**

- The dignity and worth of the individual and respect for the diversity of cultures
  - Provision of quality services for the whole person
  - The value of families; the involvement of families in decisions which affect their members
  - Promoting the individual growth and development of our staff
  - Collaborating and cooperation with community partners based on need
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**Position Title:**           **Team Leader (ECEAP)**  
**Pay Level:**               **\$22.00 to \$25.96 Hourly**  
**Reports To:**             **Center Manager**

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**Position Summary:**

The Team Leader is responsible for teaching a preschool classroom and will provide day-to-day oversight to one Family Advocate and other classroom staff. The person will ensure that the classroom provides an educational environment that is developmentally and linguistically appropriate and accommodates children’s individual rates of development as well as individual interests, temperaments, cultural backgrounds, and learning styles. The person will ensure that the team’s work is done in accordance with the service delivery plan, ECEAP Performance Standards, USDA requirements, state licensing requirements and agency policies and procedures.

**Benefits:**

- Medical/Dental/ Vision Plans
- Sick Leave (5 hours per payroll)
- Annual Leave (4 hours per payroll)
- 9 Paid Holidays
- Employee Assistance Program
- Basic Life Insurance
- 403 B (Employer match after 1 year or 1,000 hours)

**Minimum Qualifications:**

- AA in Early Childhood Education or an AA in a related field and coursework equivalent to a major relating to early childhood education.
- Two years experience teaching preschool children with ability to adapt instruction to meet the needs of all children including at-risk, special needs, gifted and culturally diverse populations.



- Bilingual (English/Spanish) preferred.
- Ability to provide leadership to team members, ability to grasp a team-centered approach to delivery of services for children and families.

**Preferred Qualifications:**

- BA in Early Childhood Education

**Essential Job Functions:**

1. Model instructional leadership to support school readiness by performing the following duties:
  - Demonstrate knowledge and implementation of current early childhood education practice. For the progression of social, emotional, physical, and cognitive development in children.
  - Develop and maintain trusting, interactive and engaging relationships with children; interact positively with all children to support their individual learning.
  - Develop and maintain an academically nurturing and challenging learning environment for children.
  - Demonstrate professional knowledge and implementation of instructional best practices that support children's learning.
  - Demonstrate knowledge and skill in effective lesson design.
  - Demonstrate foundational content knowledge and skill in delivery of developmentally appropriate, Pre-K instruction.
  - Demonstrate knowledge and skill in use of formative and summative assessments and use of data to inform instruction.
  - Engage families in school readiness activities throughout the program to promote positive outcomes for their children.
  - Actively participate in professional dialogue/coaching to improve children's learning and performance.
  - Model a team approach to promoting, sharing, and maintaining a quality learning environment for children's and staff.
  - Network with parents and school districts to ensure a positive and academically successful transition into Kindergarten.
  - Actively engage in coaching sessions by; being open to apply and analyze new teaching practices with the support of the ECEAP Coach.
2. Perform the following duties in accordance with agency policy, ECEAP Performance Standards and the Service Delivery Plan to ensure that children are school ready:
  - Plan and implement developmentally appropriate lesson plans, classroom activities and prepare classroom materials using practices that value cultural backgrounds and special needs.
  - Plan for, implement, document and track the individualization of services to children.
  - Conduct child and/or classroom observations and input data as required.
  - Conduct developmental screenings of enrolled children as per work the ECEAP requirements, ensuring that all timelines are met.
  - Complete and maintain accurate written/electronic records, including assessments, special education documentation, screening instruments, parent teacher conferences, home visits and other required forms.



- Schedule and conduct parent/teacher conferences and home visits in coordination with the Family Advocate.
  - Participate in planning and implementing interventions for children and families to include staff, individual education plans and other cross-content coordination efforts.
  - Implement, support and promote policies and procedures related to CA/N, training, Child Guidance training and Active Supervision.
2. Maintain a safe, healthy and sanitary environment ensuring that children are supervised at all times; respond quickly to crisis or emergency situations that may occur; provide first aid, CPR, and access emergency services as needed.
  3. Be committed to characterizing a culture of safety within our centers/sites, playgrounds, buses and anywhere that children may be present. Be familiar with and encourage EPICs culture of “See Something, Say Something”.
  4. Actively participate in center family nights, parent meetings, staff meetings, professional development opportunities and all relevant center activities.

#### **Other Job Functions:**

- Articulate EPIC’s mission, values and policies to staff and clients; demonstrate commitment to mission, values and policies in the performance of daily duties.
- Adhere to the values that reflect the working culture at EPIC. Thus, honoring and modeling these values as you carry out your duties on a daily basis.
- Communicate effectively by sharing concerns openly and honestly with appropriate staff members, observes confidentiality in all dealings related to program, staff and families.

#### **Working Conditions/Physical/ Mental Abilities and Processes:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Work requires daily standing, sitting, walking, stooping, kneeling, lifting, twisting, turning, pushing, pulling, speaking, hearing, seeing and the ability to articulate clearly; use of hands to finger, bending and reaching.
- Ability to lift a maximum of 50 pounds.
- Ability to feel or operate objects and equipment; reach with hands and arms.
- Ability to work with personal computer for long periods of time.
- Some travel to and from main office and training sites.

#### **Additional Skills and Conditions:**

- Excellent people skills.
- Sound and mature judgment.
- Work positively in a team setting.
- Demonstrate creativity, hard work, and be willing to try new approaches.
- Proficiency in computers, including MS Word.
- Excellent communication skills and attention to detail.



- Excellent organizational skills and ability to effectively manage workloads and meet deadlines.
- Ability to deal effectively and positively with staff, students and the public.
- Other duties as assigned.

**Equipment Operated:**

Personal computer, telephone, copy and fax machines

**Conditions of Employment:**

1. Prior to employment, complete pre-employment drug screen, health exam and a TB skin test be an EPIC Health Care provider at no cost to the employee.
2. Must pass initial and periodic background check through the Washington State Department of Children, Youth & Families (DCYF).
3. Provide proof of MMR vaccination and/or resistance to Measles, Mumps & Rubella.
4. Current Food Handler card (obtain the training within thirty (30) days of employment).
5. Current First Aide/CPR cards, (obtain the training within thirty (30) days of employment).
6. Complete Child Abuse and Neglect training and all other mandated training.
7. Executive Director Approval.

**EPIC is proud to be an Equal Employment Opportunity Employer**

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

I understand the job responsibilities and qualifications required to perform in this capacity and I further verify that all of the information I submit to EPIC for consideration of employment is truthful and accurate, and I understand the conditions of employment as outlined above:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



*The statements contained in this job description are intended to describe the general nature and level of work required for this position at the time the job is posted. This is not intended to serve as an all-inclusive list. EPIC retains the right to add or change the duties on this position at any time.*