

**Lead Teacher (Early Childhood Program Specialist 3)
Infant/Toddler - Head Start
Community Colleges of Spokane**

Direct Link: <https://www.AcademicKeys.com/r?job=254264>

Downloaded On: Mar. 12, 2025 4:52pm

Posted Mar. 11, 2025, set to expire Jan. 6, 2026

Job Title	Lead Teacher (Early Childhood Program Specialist 3) Infant/Toddler - Head Start
Department	Staff
Institution	Community Colleges of Spokane Spokane, Washington
Date Posted	Mar. 11, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Education
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Job Description

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Lead Teacher (Early Childhood Program Specialist 3) Infant/Toddler- Head Start

Community Colleges of Spokane

Location:CCS Head Start Admin Services Spokane

Department:District HS/EHS/ECEAP Admin

Salary Range: \$3,811 - \$4,865



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Open continuous

Starting salary for this position is: \$3,811 (Monthly)

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 operates more than 30 Head Start/ECEAP/Early Head Start centers in Spokane County, providing care and support for more than 1,600 children and their families. We began providing this service in 1973 and have been growing and adapting to meet community needs ever since.

We offer safe and secure environments that nurture child growth and development and provide learning opportunities for children to enhance their skills and abilities for school success.

We are dedicated to working with low-income families so they can find support and success in getting their children off to a great beginning. Our parents and families are involved in developing the policies and goals of each center and are encouraged to be engaged.

We also operate centers on the campus of Spokane Falls Community College and Spokane Community College to serve eligible students while they attend college.

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

About the Lead Teacher (Early Childhood Program Specialist 3) Infant/Toddler- Head Start

JOB SUMMARY

Under general supervision of the Center Manager, the Early Head Start (EHS) Lead Teacher - Infant/Toddler is responsible for implementing the educational curriculum and the general operation of

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an early childhood classroom and providing support services to infant/toddlers and their families, including home visits, as defined by Head Start (HS)/EHS Performance Standards and applicable state and local laws and regulations. Also, this position may provide feedback and evaluate the progress of student teachers in an early childhood classroom setting.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Establish and maintain a safe, healthy, and developmentally appropriate learning environment that promote children's' cognitive, social, emotional and physical development and reflects the changing needs of infants/toddlers and or preschoolers. *
- Partner with parents to support child development goals. Develop, individualize, and implement appropriate early childhood curriculum Child Individual Plans (CIP) that meets Performance Standards. Facilitate appropriate parenting skills. Support Part C services (birth to three), for Individual Family Services Plans (IFSP) and/or Individual Education Plans (IEP) for preschoolers. *
- Implement education curriculum that is responsive to children's needs and interests. Demonstrate effective teacher child interactions that support whole child development. Provide child primary caregiving that is engaging, responsive, attentive, consistent, nurturing, supportive, and culturally sensitive. *
- Assess individual children's level of development to inform curriculum development and individualize teaching for each child's level of development; maintain a hard copy and electronic record keeping system in accordance with local, state, and federal laws and regulations. *
- Plan, present, and evaluate children's activities. Coordinate daily classroom workflow, assign tasks, direct, and monitor the work of classroom aides, students, and volunteers. Provide feedback and evaluate the progress of student teachers in a classroom setting. *
- Promote and protect children's health by adhering to Individual Health Plans (IHP) and special diet needs. Attend to children's personal needs and use routine care as a component of primary caregiving. *
- Build positive and effective relationships with families, interact and communicate with families regularly, schedule and conduct home visits and parent conferences. *
- Work effectively as a member of a classroom and direct services team to provide integrated, comprehensive services to children and families. *
- Establish and maintain collaborative relationships within the community; represent and promote HS/EHS at community events and committees, as assigned.
- Stay informed by attending all necessary training and meetings and reading all written program updates.
- Model professional decorum and mutual respect in all personal interactions. *
- Comply with district policies, procedures and directives, state and federal regulations, orders and

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statutes and collective bargaining agreements. *

- Support and advance Spokane Colleges' strategic plan, and perform other duties as assigned. *

**Indicates this is an essential duty.*

COMPETENCIES

- Manages Complexity
- Decision Quality
- Action Oriented
- Plans & Aligns
- Ensures Accountability
- Drives Results
- Collaborates
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Associate Degree in Early Childhood Education OR
 - A minimum of a Child Development Associate (CDA) credential OR
 - A state-awarded certificate in Early Childhood Education - Infant Toddler Care for infant/toddler positions or a state-awarded certificate in Early Childhood Education - General for preschool positions OR
 - Are enrolled in a program that will lead to an associate or baccalaureate degree, or are enrolled in a CDA credential program to be completed within one (1) year of the time of hire.
- Knowledge of early childhood education theory and practices, including child development, developmentally appropriate practices, primary caregiving, observation and ongoing assessment, individualizing, planning, special services, referrals, developing and maintaining a classroom environment and routines, and child management.
- Knowledge of the impacts of complex trauma on family systems.

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- Knowledge of appropriate techniques for diapering, sanitation, napping, feeding, and toilet training.
- Ability to understand and utilize data in decision-making and program implementation.
- Ability to communicate effectively in writing and verbally.
- Excellent interpersonal communication skills.
- Must be able to multi-task in a fast-paced environment.
- First aid/CPR (as available through Spokane Colleges)
- Ability to obtain 30 hours of STARS basic training or provide proof of exemption.

DESIRED QUALIFICATIONS

The following qualifications are not necessary for application but could support a candidate's success:

- Bachelor's degree or higher in Child Development, Early Childhood Education, Human Development, or closely related field with coursework equivalent to a major relating to early childhood education social sciences, from an accredited institution.
- Two (2) or more years of experience working with children birth to five years of age.
- Experience with primary caregiving, and attachment and bonding theory.
- Previous experience with HS/EHS or working with low-income families from a variety of cultural groups, especially English as a Second Language (ESL).
- Basic computer skills, including e-mail and word processing.
- Previous experience with Teaching Strategies Gold and Creative Curriculum tools.

PHYSICAL REQUIREMENTS

- Ability to work without assistive equipment that may compromise or interfere with the physical safety of children & staff in the learning environment.
- Work is equally performed in indoor temperature-controlled office environment, and outdoor uncontrolled elements.
- Frequent use of computers and exposure to terminal screens.
- Frequent repetitive hand/wrist motions and finger manipulation.
- Frequent oral and auditory communication with others.
- Frequent kneeling, stooping, crouching, crawling, climbing and twisting.
- Move up to 25 lbs. frequently and up to 50 lbs. occasionally.
- Work is active in nature.

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- Work requires periods of standing and walking.

CONDITIONS OF EMPLOYMENT

- Full-time or cyclic schedule (12 months, 40 hours a week or less than).
- 6-month probationary period; may be extended up to 12 months.
- 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.
- Possession of Washington State Department of Health: Food Workers Card.
- First Aid/CPR certification (or ability to obtain when training offered by Spokane Colleges)
- Requires local or regional travel. If using personal vehicle, proof of driver's license and car insurance required.
- Criminal background check is required.
- This position is covered 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

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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 usage are governed by the WFSE collective bargaining agreement.

[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

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.

Equal Opportunity Institution

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 their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a 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/lead-teacher-early-childhood-program-specialist-3-infant-toddler-head-start-spokane-washington-united-states-8e701de6-9972-4252-92e7-139e02f6e37f>

Contact Information

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

Contact

Staff

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