

Early Head Start (EHS) Teacher - Infant/Toddler - Early
Childhood Program Specialist 2
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=259911>

Downloaded On: Jul. 17, 2025 9:06pm

Posted Jul. 17, 2025, set to expire Jan. 6, 2026

Job Title Early Head Start (EHS) Teacher - Infant/Toddler -
Early Childhood Program Specialist 2
Department District HS West Central Community Center
Institution Community Colleges of Spokane
Spokane, Washington

Date Posted Jul. 17, 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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Early Head Start (EHS) Teacher - Infant/Toddler - Early Childhood Program Specialist 2

Community Colleges of Spokane

Location:HS West Central Comm Ctr Spokane

Department:District HS West Central Community Center

Salary Range: \$3,752 - \$5,011

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Open continuous.

Starting salary for this position is: \$3,752 (Monthly)

Employees hired at the entry step of this range receive salary step advancement after six months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.

About Us

Spokane Colleges Head Start/ECEAP/Early Head Start provides care and support for more than 1,600 children and their families. We offer safe and secure learning environments for children to grow and develop their skills to succeed in elementary school and beyond.

We are dedicated to working with low-income families. and involve parents and families in developing the goals of each Head Start center including centers on the Spokane Falls Community College and Spokane Community College campuses. We also serve the children of 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 Early Head Start (EHS) Teacher - Infant/Toddler - Early Childhood Program Specialist 2

JOB SUMMARY

Under general supervision of the Center Manager, the Early Head Start (EHS) Teacher - Infant/Toddler is responsible for implementing the educational curriculum and the general operation of an early childhood classroom, providing support services to infant/toddlers and their families, including home visits, and working collaboratively with another teacher in a co-teaching model, as defined by Head Start (HS)/EHS Performance Standards and applicable state and local laws and regulations

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Collaboratively establish and maintain a safe, healthy, and developmentally appropriate

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classroom environment that promotes children's cognitive, social, emotional, and physical development. *

- Serve as the primary caregiver for a specific group of children, building secure, nurturing relationships and meeting individual needs through intentional and responsive caregiving.
- Collaborate closely with co-teacher to share responsibility for all children, ensuring continuity of care and a consistent, nurturing environment within the teaching team model. *
- In partnership with families, develop and implement individualized Child Individual Plans (CIPs) based on developmental assessments and family input; ensure alignment with IFSPs or IEPs where applicable. *
- Implement curriculum that is responsive, supportive of families, and engaging; reflect children's interests and developmental levels while maintaining continuity of care. *
- Observe and assess assigned children on an ongoing basis; maintain complete and accurate documentation in hard copy and electronic systems for each child in the primary care group. *
- Plan and evaluate classroom activities in coordination with team members; support routines, transitions, and group experiences that meet the developmental needs of all children. *
- Promote and protect children's health and safety by following Individual Health Plans (IHPs), addressing special diets, and incorporating health practices during caregiving routines. *
- Conduct regular family engagement activities, including home visits and conferences, to support the learning and development of children in the primary care group. *
- Collaborate with classroom team and direct service staff to ensure integrated service delivery and to support transitions and continuity of care for children and families. *
- Represent and promote the program at community events and maintain collaborative relationships with local agencies and partners. *
- Stay current with required training, team meetings, reflective supervision, and 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 statutes and collective bargaining agreements. *
- Support and advance Spokane Colleges' strategic plan, and perform related duties as required. *

**Indicates this is an essential duty.*

COMPETENCIES

- Action Oriented
- Optimizes Work Processes
- Ensures Accountability

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- 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

- A minimum of a state-awarded certificate in Early Childhood Education - Infant Toddler Care **or** a Child Development Associate (CDA) credential.
- 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.
- 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:

- Associate degree or higher in Child Development, Early Childhood Education, Human Development or a closely related field with coursework equivalent to a discipline relating to early

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childhood education from an accredited institution.

- Two or more years of experience working with children from birth to five years of age.
- Experience with primary caregiving, 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. Team lifts are encouraged and to be used at the employee's discretion.
- Work is active in nature.
- Work requires periods of standing and walking.

CONDITIONS OF EMPLOYMENT

- Full-time or cyclic schedule (12 months, 40 hours a week or less).
- 6-month probationary period.
- 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.
- Valid Food Workers Card (as available through Washington State Department of Health).
- First Aid/CPR certification (or ability to obtain when training offered by Spokane Colleges)
- If minimum qualifications are not met at time of hire, employee is expected to acquire the necessary educational credits/credentials to meet the above listed minimum qualifications of the

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position within 24 months of date of hire.

- May require local or regional travel.
- Criminal background check 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 Spokane Colleges maintain 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 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.

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- 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.

Equal Opportunity Institution

Spokane Colleges 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

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/early-head-start-ehs-teacher-infant-toddler-early-childhood-program-specialist-2-spokane-washington-united-states>

Contact Information

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

Contact

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