

Assistant Teacher (Early Childhood Program Specialist 1)
Infant/Toddler & Preschool - Head Start
Community Colleges of Spokane

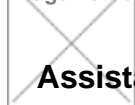
Direct Link: <https://www.AcademicKeys.com/r?job=262454>

Downloaded On: Sep. 12, 2025 3:34pm

Posted Sep. 12, 2025, set to expire Jan. 6, 2026

Job Title	Assistant Teacher (Early Childhood Program Specialist 1) Infant/Toddler & Preschool - Head Start
Department	District HS/EHS/ECEAP Admin.
Institution	Community Colleges of Spokane Spokane, Washington
Date Posted	Sep. 12, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description	

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Assistant Teacher (Early Childhood Program Specialist 1) Infant/Toddler & Preschool - Head Start

Community Colleges of Spokane

Location:Spokane Colleges Head Start Admin Services, Spokane

Department:District HS/EHS/ECEAP Admin.

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Salary Range: \$3,262 - \$4,320

Starting salary for this position is: \$3,262 (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 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 Assistant Teacher (Early Childhood Program Specialist 1) Infant/Toddler & Preschool - Head Start

JOB SUMMARY

Under the general supervision of the Center Manager, this position assists in performing recurring routine job duties and assignments under the daily direction of the Lead and/or Associate Teacher in implementing the educational curriculum and the general operation of a Head Start/Early Head Start (HS/EHS) early childhood classroom.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Assist in preparation and implementation of classroom and outside daily routines and activities. Utilize daily routines to support individual learning opportunities. *
- Assist in the development, implementation, and documentation of an early childhood curriculum. *
- Assist in assessing the developmental needs of infants/toddlers and/or preschoolers; track individual progress by recording ongoing assessments and assist with the development of individualized learning opportunities, inclusive of children with disabilities. *

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- Promote and protect children's health by adhering to IHP (Individual Health Plans) and special diet needs. Attend to children's personal needs and model routine care as a component of primary care giving. *
- Assist in conducting developmental screenings, providing referrals, and arranging follow-up services and ensuring parents are involved in curriculum planning and child observations in the classroom environment. *
- Assist with maintaining required documentation, records, and supplies. *
- May assist, and/or perform work of the Lead and/or Associate Teacher and guide children for specified periods when the teacher(s) are absent.
- Work effectively as a member of a classroom and direct services team to provide integrated, comprehensive services to children and families.
- May participate in case management, home visits, center conferences and the development and implementation of Children's Individual Plans (CIP) and family transition plans with Direct Service Team.
- Participate in essential meetings and trainings.
- 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 other duties as assigned. *

**Indicates this is an essential duty.*

COMPETENCIES

- Action Oriented
- Optimizes Work Processes
- Ensures Accountability
- Drives Results
- Collaborates
- Values Differences
- Communicates Effectively
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

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Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- One year of experience in childcare OR equivalent education/experience.
- Current First aid/CPR training or ability to obtain (as available through Spokane Colleges).
- Ability to communicate effectively in writing and verbally.
- Ability to maintain confidentiality and professional/ethical boundaries with families and staff members.
- Ability to maintain a healthy, safe and welcoming environment both inside and outside of the classroom.
- Knowledge of appropriate techniques for diapering, sanitation, napping, feeding, and toilet training.

DESIRED QUALIFICATIONS

- State Early Childhood Education (ECE) certificate OR Current Child Development Associate (CDA).
- One year experience working with infant/toddler/preschool aged children.
- Previous experience with Head Start/Early Head Start 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 and staff in the learning environment.
- Work is equally performed in indoor office environment, and outdoor uncontrolled elements.
- Work is active.
- Frequent use of computers.
- 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.
- Requires communication ability necessary to understand instructions and recognize hazardous, unsafe or poisonous materials and/or products.

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- Occasional exposure to fumes, dust, odors and/or biohazards.

CONDITIONS OF EMPLOYMENT

- Full-time schedule (12 months, 40-hours a week).
- 6-month probationary period.
- This position is overtime eligible.
- Ability to travel locally.
- 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.
- Criminal background check is required.
- 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).
- 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

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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.

Equal Opportunity Institution

Spokane Colleges provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, citizenship or immigration status, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, veteran or military status, or use of a trained guide dog or service animal. This policy is in accordance with state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:

Frederick Davis, MA

Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040 / ccs.titleix@ccs.spokane.edu

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To apply, please visit: <https://careers.ccs.spokane.edu/jobs/assistant-teacher-early-childhood-program-specialist-1-infant-toddler-preschool-head-start-spokane-washington-united-states-e323ffaa-a235-4428-8318-5b7addb3d0a8>

Contact Information

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

Contact

District HS/EHS/ECEAP Admin.
Community Colleges of Spokane

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