

## **WISHRAM SCHOOL JOB DESCRIPTION**

<b>Title:</b>	<b>ECEAP Preschool Lead Teacher</b>
<b>Job Type:</b>	Full Time (1.0 FTE)
<b>Salary Range:</b>	\$21.77-37.22 per hour DOE and qualifications
<b>Work Year:</b>	School Year Position (September–June)
<b>Employer:</b>	Wishram School District 94
<b>Location:</b>	Wishram, Washington

### **Position Summary**

The Early Childhood Education and Assistance Program (ECEAP) Lead Teacher provides developmentally appropriate instruction and learning experiences that promote school readiness and support the cognitive, social-emotional, physical, and language development of preschool-aged children. The Lead Teacher builds strong partnerships with families, collaborates with school and community partners, and ensures compliance with ECEAP Performance Standards and district requirements.

### **Benefits**

Eligible for Washington State School Employees Benefits Board (SEBB) health insurance (includes medical, dental & vision), School Employees Retirement System (SERS) retirement benefits, 12 days of paid sick leave, 3 days of personal leave, and other district benefits in accordance with district policy and state eligibility requirements.

### **Essential Functions/Other Functions**

#### Essential Functions:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Plans and implements developmentally appropriate learning experiences aligned with Washington Early Learning and Development Guidelines (WELDG) and ECEAP performance standards.
- Creates and maintains a safe, nurturing, inclusive, and engaging classroom environment that supports the academic, social-emotional, physical, and behavioral development of preschool-aged children.
- Conducts ongoing observations, screenings, assessments, and documentation to monitor child growth and inform individualized instruction.
- Supports children's school readiness by promoting language, literacy, early math, problem-solving, self-regulation, and social skills through developmentally appropriate practices.
- Builds positive partnerships with families through regular communication, family conferences, home visits, and family engagement activities.

- Collaborates with family support staff, specialists, district personnel, and community agencies to meet the individual needs of children and families.
- Maintains accurate and timely student records, assessment data, attendance records, and ECEAP program documentation.
- Ensures compliance with ECEAP, DCYF, district, health, safety, and licensing requirements.
- Implements culturally responsive, trauma-informed, and inclusive practices that support equity and belonging for all children and families.
- Participates in required professional development, staff meetings, training, and continuous program improvement activities.
- Supervises children and maintains appropriate health, safety, and behavioral expectations during all program activities.
- Supports school-wide and program-wide initiatives that promote student success, family engagement, and positive school culture.

Other Functions:

Complete other duties and fulfill responsibilities as assigned.

**Qualifications & Skills**

Minimum Qualifications

Possess a high school diploma or equivalent and be eligible to obtain required ECEAP Lead Teacher qualifications through an approved Professional Development Plan (PDP) within timelines established by ECEAP.

Preferred Qualifications

- Associate degree or higher in Early Childhood Education, Child Development, or a related field.
- Washington State Early Childhood Education Certificate.
- Washington State Teaching Certificate with early childhood endorsement or experience.
- Previous experience as a preschool, Head Start, ECEAP, or early childhood teacher.
- Experience implementing developmentally appropriate practices and play-based learning.
- Knowledge of Washington ECEAP Performance Standards and DCYF requirements.
- Experience conducting child assessments and family engagement activities.
- Experience working in rural schools or communities.
- Knowledge of trauma-informed and culturally responsive practices.

**Working Conditions/Employment Requirements**

Working Conditions:

- Work is performed primarily in a preschool classroom setting and includes indoor and outdoor activities.
- Frequent interaction with preschool-aged children, families, staff, and community partners.

- Requires the ability to supervise children in classroom, playground, meal, and transition settings.
- Requires frequent standing, walking, bending, kneeling, crouching, reaching, and sitting on the floor or child-sized furniture.
- May require lifting, carrying, pushing, or pulling materials and equipment weighing up to 40 pounds.
- May require assisting children with daily routines and emergency situations.
- Exposure to typical childhood illnesses and communicable diseases.
- Noise levels may vary from moderate to high due to the nature of preschool activities.
- Occasional travel may be required for home visits, training, professional development, field trips, or program-related meetings.
- Work schedules may occasionally include evening family engagement events, conferences, or other ECEAP-related activities.
- Employee must comply with all district, ECEAP, DCYF, health, safety, and emergency preparedness requirements.

**Employment Requirements:**

The employee in this position is required to:

1. Maintain eligibility to serve as an ECEAP Lead Teacher under applicable ECEAP qualification requirements and approved Professional Development Plan (PDP) timelines.
2. Work effectively with preschool-aged children and families.
3. Collaborate with staff, specialists, and community partners.
4. Use effective communication and organizational skills.
5. Maintain well organized records and documentation.

**Notice of Non-Discrimination**

*WISHRAM SCHOOL DISTRICT 94 does not discriminate in any programs or activities on the basis of race, religion, creed, color, sex, national origin, marital status, sexual orientation, gender expression or identity, age, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a disabled person.*

*The following individuals have been designated to handle questions and complaints of alleged discrimination:*

Civil Rights compliance officer	Tye Churchwell	<a href="mailto:Tye.churchwell@wishramschool.org">Tye.churchwell@wishramschool.org</a>	509-767-6090
Title IX Compliance Officer	Brent Cameron	<a href="mailto:brent.cameron@wishramschool.org">brent.cameron@wishramschool.org</a>	509-767-6090
504 Compliance Officer	Brent Cameron	<a href="mailto:brent.cameron@wishramschool.org">brent.cameron@wishramschool.org</a>	509-767-6090
Title/LAP Coordinator	Monica Snodgrass	<a href="mailto:Monica.snodgrass@wishramschool.org">Monica.snodgrass@wishramschool.org</a>	509-767-6090
Gender Inclusive School Coordinator	Tye Churchwell	<a href="mailto:Tye.churchwell@wishramschool.org">Tye.churchwell@wishramschool.org</a>	509-767-6090