PRESCHOOL TEACHER
Job Announcement

SUMMARY:
Do you seek an environment that encourages everyone to grow to their fullest potential? Are you a people person with strong attention to detail? Are you passionate about building a more just society by empowering Latinas to lead? Join the Adelante Mujeres family and become part of a growing organization providing award-winning programming and holistic services to more than 13,000 Latina women and children annually in Oregon. Adelante Mujeres means “women rise up” and the women and girls in our program are doing just that. With your help, we can build the next generation of Latinx leaders. Located in Forest Grove, Oregon and founded in 2002, Adelante Mujeres is known for innovative responses to community concerns.

As part of the Early Childhood Education (ECE) staff and Hillsboro School District (HSD) partnership, the Preschool Teacher is responsible for developing strong nurturing relationships with children and families, and planning and implementing culturally appropriate learning experiences that advance the intellectual, emotional, social, and physical development of preschool children. The Preschool Teacher will work in partnership with parents, Adelante ECE team, HSD staff, specialists, and other community partners, to implement the vision and daily operations of the ECE and school district program. The ideal candidate will be fully committed to Adelante Mujeres’ vision and mission and to the HSD strategic plan.

RESPONSIBILITIES:
The Preschool Teacher is responsible for the daily operation of the classroom working in collaboration with the Coordinator, HSD mentors, and teacher assistant to develop and demonstrate best practices in the classroom. The Preschool Teacher reports to the ECE Coordinator. The Preschool Teacher uses imaginative methods to encourage early childhood education, engage their young audience, and prepare them for the structure of their K–12 education. They employ a specialized curriculum to assess the mental and social development of their students, and they help these children and their parents/caregivers prepare for the school years ahead.

- Establishes a learning environment, which is safe, healthy, interesting, attractive, and responsive to the social, emotional, physical, cognitive, and language development of each child
- Provides supervision, conflict management, and training to assigned staff and volunteers to ensure effective program operations
- Participates and strategizes in case management meetings for guidance of children, planning program activities
- Completes health and developmental screening and follow-up
- Establishes and maintains parent engagement
- Provides emergency services as a Mandatory First Responder and mandated reporter
- Assists in developing and implementing individualized family services plans (IFSP) for each child with special needs in collaboration with parents/guardians, staff, specialists, and consultants
- Provides oversight, implementation and logistics of the program’s curriculum, assessments, and enrichment of activities, including special programs and site visits
- Supports data collection and entry, evaluation of program benchmarks and indicators, ongoing tracking, and reporting
- Supports recruitment and orientation of prospective participants and their families
- Conducts conferences with parents/guardians

QUALIFICATIONS:
We recognize that there are multiple expressions of professional readiness. When we review applications, we take a comprehensive look at each applicant. Our goal is to assess your unique strengths. The ideal candidate has many of the following skills and experience:

- A passionate commitment to the goals and mission of Adelante Mujeres and support for immigrant and BIPOC communities
- 2+ years’ experience teaching children 3-5 years of age
- AA/AS degree in child development, human development, education, child and family studies, special education, or any other field that includes significant coursework in early childhood education AND 6 months actual work experience with preschool age children; OR
- BA/BS degree or higher in any field that includes significant coursework in early childhood education equivalent to STEP 9 or higher in ORO AND 6 months actual work experience working with preschool age children
- Enrollment in the Oregon Central Background Registry, a TB screening, current infant & child First Aid/CPR certification (or acquired within 90 days from date of hire), current Oregon Food Handler Card (or acquired within 30 days from date of hire).
- Bilingual in English and Spanish, written and verbal
- Possess basic knowledge and ability to operate computers with applicable software (Windows and Microsoft Outlook, Word, and Excel)

**Additional Requirements:**

- COVID-19 vaccine required except for religious or medical accommodation
- Possess current driver’s license and auto insurance coverage
- Ability to travel out of town to attend workshops or trainings

**SALARY & BENEFITS:**

- Salary range: $49K – $60K annual ($41K - $50K for 10 months) depending on qualifications
- Full-time, exempt position, 40+ hours per week during academic school year (10 months)
- Benefits: health, vision, dental, short-term and long-term disability, 401K pension plan, life insurance, EAP, professional development opportunities, paid leave of absence, paid holidays (12.5 days annually), sick days (up to 9 days annually), personal days (3 days per year), and vacation per year (up to 20 days years one through five, up to 25 days after five years)
- Opportunity for broad and impactful work with a visionary, growing organization

**TO APPLY:**

Please complete a job application or submit the following material electronically (PDF preferred) to educationjobs@adelantemujeres.org (no phone calls, please)

- A one-page cover letter outlining your qualifications, experience and interest in the position and Adelante Mujeres
- A resume detailing relevant experience, qualifications, work history, education and accomplishments
- Three professional references may be requested later in the hiring process

Thank you for your interest in employment at Adelante Mujeres. We will be contacting the applicants whose applications indicate a strong combination of relevant experience and qualifications and skills.

**Closing date:** Open until filled  **Anticipated start date:** Open until filled

---------------------------------------------------------------------EQUAL OPPORTUNITY EMPLOYER---------------------------------------------------------------------

Adelante Mujeres is an equal opportunity employer and does not discriminate on the basis of sex, race, color, religion, sexual orientation, national origin, cultural heritage, ancestry, political belief, age, marital status, pregnancy, perceived pregnancy, childbirth, breastfeeding, or any related medical condition, physical or mental disability or veteran status in accordance with applicable federal and state laws. Adelante Mujeres is compliant with the American with Disabilities Act and we are committed to making special accommodations for your interview or work as a member of our team. If specific accommodations are needed, please notify hr@adelantemujeres.org and we will work to accommodate your needs.