

Job Description

Job Title: Rosen Preschool Classroom Assistant

FLSA Status: Non-exempt

Department: Education

Prepared Date: July 2018

Reports To: Executive Director

Pay Range: \$14 - \$18/hr

Job Status: Part-time, August – June (approx. 32 hrs/week)

Summary:

Take the lead in preparing a clean, well-organized learning environment in our American Sign Language and English bilingual preschool. Serve as an ASL language model for our students in an immersion environment. Act as the “stage manager” to ready the classroom and support the teachers to deliver a high-quality emergent curriculum in our Reggio-Emilia inspired program. Engage students in small groups and support healthy social interactions using positive discipline techniques.

Essential Duties and Responsibilities:

- Actively establish and maintain a safe, calm, clean, well-organized classroom in partnership with the team.
- Develop strong relationships with teachers and students, and work with the team to set up inspiring learning provocations. This includes setup and breakdown of different areas in the classroom, often directed by co-teachers but facilitated individually.
- Assist teachers in studying and documenting students’ skills, needs and interests, and present an emergent curriculum that supports student growth and addresses IEP goals.
- When necessary, facilitate the success of individual students needing extra support; accommodate students across a wide range of developmental needs.
- Act as a bilingual language model for students by using ASL and English with students. Techniques include engaging students in developmentally-appropriate conversation, scaffolding language for student growth, storytelling, and cueing students how to engage with each other.
- Work with the team to scaffold students’ social-emotional growth using positive discipline techniques.
- Act as a team player, demonstrating flexibility, effective communication skills, patience, and cooperation.
- Perform assigned classroom setup, teardown, and cleaning duties independently.
- Perform other related duties as required.

Supervisory Responsibilities:

This position does not have supervisory responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:

- The incumbent would normally attain the knowledge, skills and attitudes required for the position through coursework in early childhood education or related program combined with related work experience. Equivalencies will be considered.
- Knowledge:
 - Child development and early education theories and practices; our approach is Reggio-Emilia-inspired
 - Engaging activities for children

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- An understanding of Deaf culture as well as the regional cultural environment
- Experience working with young children

Certificates and Licenses:

- CPR/First Aid/Blood Borne Pathogens certification, or willingness to obtain

Language & Other Skills:

- Proficient receptive and expressive communication skills in ASL and English
- Strong organization, analyzing, and problem-solving skills
- Able to manage time and stress well
- Preferred candidates will possess personal attributes such as being respectful, organized, flexible, ethical, consistent, fair, compassionate, and understanding; they will be able to build esteem while ensuring a safe and secure environment
- Possess cultural awareness and sensitivity

Physical Demands and Work Environment:

The physical demands and work environment described below represent the activities and surroundings of the positions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed in a classroom environment, with a moderate noise level. Must be able to cope with the demands and needs of small children, including the ability to bend, lift and carry objects up to 25 pounds. Must have the physical agility to bend, stoop, walk, reach overhead, push, pull, squat, kneel, crawl, twist and turn.

Rosen Preschool Mission and Vision:

MISSION: Capable children, engaged families, and inspired educators collaborate in a joyful, accessible bilingual learning community rooted in Deaf identity and American Sign Language.

VISION: To be leaders in deaf education devoted to providing an exemplary ASL/English bilingual program for the diverse community of Seattle that empowers children and families to become creative and confident thinkers.

Applying: Interested applicants, please send cover letter and resume to humanresources@hsrc.org.

Hearing, Speech & Deaf Center is an equal opportunity employer.