

Job Title: Classroom Assistant (Aide) for Preschool or Infant-Toddler Classroom **FLSA Status:** Non-exempt

Department: Education

Prepared Date: May 2024

Reports To: Preschool Director

Salary Range: \$25/hr

Job Status: Full time

THE IDEAL ROSEN FAMILY PRESCHOOL CLASSROOM ASSISTANT:

- Delights in the brilliance of young children.
- Values and practices our bilingual, constructivist, inquiry-based, positive-discipline approach.
- Employs an American Sign Language (ASL) & English bilingual approach in a community of children ages birth to six years, including young children who are deaf, hard of hearing, diversely abled and hearing ASL users.
- Engages in daily collaboration and reflection with the teaching team and makes learning visible through documentation, publishing, and presenting to the public.
- Practices excellent interpersonal skills, strong organizational skills, cultural competency, a commitment to the rights of all learners, and the passion to realize the school's mission of transforming the field of Deaf Education.

Essential Duties and Responsibilities:

- **STUDENT AND CLASSROOM HEALTH, SAFETY AND SUPERVISION; CURRICULUM IMPLEMENTATION (70%)**
 - Act as a bilingual language model for students and families
 - Engage students across a wide range of developmental needs in play and conversation; share books and stories and support students to engage with each other in a positive, nurturing environment
 - Promote students' social-emotional growth using a positive discipline approach
 - Prepare and maintain a clean, safe, well-organized and engaging learning environment
 - Assure compliance with licensing regulations for health and safety
- **STUDENT ASSESSMENT, DOCUMENTATION AND CURRICULUM DEVELOPMENT (15%)**
 - Assist the teaching team to observe and document children's learning daily; maintain children's portfolios using our family communication app, Storypark; post child notes, learning stories and student plans for each child and update student plans weekly.
 - In collaboration with the teaching team, use daily observations of children to plan play-based learning experiences, (invitations and provocations), for children that build on their interests, inquiries, identities and competencies. Implement specially designed instruction, invitations and provocations to support student growth and address student goals.
 - Support the lead teacher to complete all required reports and assessments according to the established timelines, including all needed reports as detailed on the education calendar.
- **PROFESSIONAL DEVELOPMENT AND EQUITY (10%)**
 - Develop strong relationships with teachers, families and students.
 - Act as a team player, demonstrating flexibility, effective communication skills, patience and cooperation
 - Pursue personal and professional growth through reflection and study
- **FAMILY SUPPORT, COMMUNITY DEVELOPMENT AND ENGAGEMENT (5%)**
 - Attend school functions and support the growth of the program
 - Maintain positive relationships in the community that enhance HSDC's community relationships

Supervisory Responsibilities: This position does not have supervisory responsibilities.

QUALIFICATIONS AND REQUIREMENTS

- Complete the applicable preservice requirements, pursuant to [WAC 110-300-0105](#).
 - TB Test and [required trainings](#)
- Be able to pass required background checks
- Enroll in [MERIT](#) and submit Portable Background Check Application
- At start of contract we can guide you to obtain the [required trainings](#), and have all ECE certificates or equivalent qualifications approved and verified in the department's electronic workforce registry (MERIT).

Education/Experience:

- Early Childhood Education experience, 2+ years working with young children
- The applicant would typically 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:
 - Familiarity with child development and early education theories and practices (Our approach is Reggio-Emilia-inspired; we are willing to provide training.)
 - Designing engaging activities for children
 - Understanding of Deaf culture as well as the regional cultural environment

Physical Demands and Work Environment: The physical demands and work environment described below represent the activities and surroundings of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Move around classrooms designed for young children with a moderate noise level
- Coping with the demands and needs of small children
- Moving quickly during evacuations or emergency situations.
- Playing outside every day with children in all weather conditions.
- Lifting, up to 40 pounds.
- Physical agility to bend, stoop, walk, reach overhead, push, pull, squat, kneel, crawl, twist and turn.

HSDC IS AN EQUAL OPPORTUNITY EMPLOYER.

To Apply for this Position

Submit the following to HSDCEducation@hcdc.org.

- Completed Job application (<https://hcdc.org/wp-content/uploads/2020/06/HSDC-Education-Job-Application-FY20.pdf>)
- A 3-minute video clip in ASL introducing yourself, your background, and any other information you wish to share about yourself.
- Cover letter
- Resume

In your cover letter or in your video clip, answer the following question: "Our agency is actively engaged in dismantling racism and ableism. What do you see as your role in this work?"

We will follow up with select candidates to schedule an interview.

Please note - to have your candidacy reviewed and be considered for this position:

- 1) All requested information must be submitted (resume, cover letter, application, video clip)
 - 2) A MERIT background check through the Washington State Department of Children Youth and Families must be completed successfully: <https://apps.dcyf.wa.gov/merit>
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