

Job Title: - ASL/English Early Childhood Program & Classroom Support Specialist

FLSA Status: Non-exempt, full time

Department: Education

Prepared Date: May 2025

Reports To: School Director

Salary Range: \$25-\$29/hour

Start Date: On or before August 15th, 2025

Hours: 8am -4:30 pm or 9am to 5:30pm

Job Summary

Provide administrative support to the early childhood program and the center director. Provide classroom support and substitute coverage for teachers who are meeting the complex needs of our students and families. Greet families and help them navigate enrollment and other necessary paperwork. This is an in-person position that takes place at our early learning school in Seattle's HSDC offices.

Essential Duties and Responsibilities:

Classroom Support (40%)

- Coordinate substitute and break coverage and release time scheduling for classrooms; stepping in as a backup when needed.
- Oversee the daily distribution of student meals
- Assist teachers to produce and display panel documentation and distribute materials for families as needed.
- When necessary, facilitate the success of individual students needing extra support; accommodate students across a wide range of developmental needs
- Act as a 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 in how to engage with each other
- Work with teachers to collect and track classroom maintenance checklists weekly
- Assist teachers to coordinate details for field trips and manage timelines for their implementation efficiently and in accordance with licensing and safety
- Coordinate the family food donation program

Contract Compliance, Record Keeping and Enrollment (20%)

- Support Education licensing and contract compliance in coordination with Human Resources; develop familiarity with relevant areas of Washington Administrative Code and implement systems to identify, track, and review areas of noncompliance across the program. Report monthly findings to Director and Human Resources; work together to develop and implement strategies to address noncompliance.
- Enroll staff members in our program software, Jackrabbit, and instruct them on accessing as needed.

- Manage student enrollment, including sending out, collecting, and tracking initial enrollment, annual, and end of service paperwork, registration for meals and snacks, and registration for Extended Day care.
- Communicate with Seattle Preschool Program and other partner agencies to ensure families submit accurate and up-to-date paperwork for student enrollment. Create, organize, and maintain records on students and services, including requesting records from other agencies in a contractually compliant manner (HIPAA)
- Ensure compliance with CACFP requirements including daily attendance, meal planning and data entry
- Oversee the daily collection of accurate attendance records for classrooms. Communicate this information to finance as needed for subsidy invoicing.
- Ensure that program information is entered into the CHIPS system (DEEL) and updated with monthly attendance, program membership days and other required data.
- Organize, setup, and maintain records on students and services, including requesting records from other specialists
- Conduct administrative tasks, including organizing, tracking, filing, copying, faxing, shredding, mailing, and data entry
- Track deliverables to funding agencies including creating and communicating timelines to ensure timely completion. Work with Finance Department monthly to provide data needed for invoicing
- Track and document monthly department expenses to ensure fidelity with budgeting

Communication and Scheduling (20%)

- Communicate daily with Center Director and the Rosen team.
- Coordinate volunteer opportunities program for Education department in coordination with Human Resources
- Schedule and attend internal and external meetings as requested by the Preschool Director
- Update school calendar and ensure all needed changes are made and communicated to families and our internal and external partners.
- Schedule appointments and meetings, which may include making travel arrangements, reserving interpreters, and/or organizing volunteers
- Act as an initial point of contact for onsite services, including reception duties; answer client questions; alongside the Director, triage referrals and client requests and assign them to the appropriate staff member
- Coordinate and confirm accessibility supports (ASL interpreting, captioning, etc.) with internal and external partners and agencies
- Respond to requests in a timely manner and proactively communicate
- Communicate director-approved department purchasing needs regularly to facility manager; track deliveries and returns as needed

Reception and Family Support (20%)

- Prepare a reception area that is safe and welcoming for families who seek support and

- Greet families warmly and welcome them to our space
- Create, manage, and update online correspondence with families via Facebook and other platforms; collaborate with Development Department as needed.
- Align programming between HSDC's Parent-Infant Program (PIP) and Rosen Family Preschool, including Family ASL Classes, PIP Family visits to the Infant-Toddler Room and Family Engagement Events

QUALIFICATIONS AND REQUIREMENTS

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, or ability required.

Basic Requirements – must be completed prior to hiring

- **Age:** Must be at least 18 years old.
- **Education:** Hold a high school diploma or equivalent.
- **TB Test:** Obtain a tuberculosis (TB) test from a local health department or physician.
- **MERIT Account:** Create an account in the MERIT system and apply for a STARS ID number.
- **Background Check:** Complete and pass a Portable Background Check through the DCYF's MERIT system.

Required Training

Before working unsupervised with children, you must complete the following trainings: Child Care Basics (CCB), CPR/First Aid/Bloodborne Pathogens, Safe Sleep, Mandated Reporter, Food Handler's Card. We can guide you to complete these trainings.

Skills, Experience and Attributes

Required:

Language and Communication Skills

- Fluency in American Sign Language
- Effective communication skills using written English
- Ability to communicate clearly and effectively with interpreters (ASL and spoken language; ex. Interpreters for home languages other than English)
- Excellent social/interpersonal skills and ability to interact respectfully and team with members of diverse populations

Office Skills

- Strong skills in organization, prioritization, and multi-tasking
- Proficiency in Microsoft Office programs and general office equipment; ability to use Zoom/MS Teams, telephone and/or videophone (or the ability to be trained in these)

Deaf and Early Childhood Education Skills

- Early Childhood Education experience, 2+ years working with young children
- Ability to exercise cultural competency when representing the needs of d/Deaf, hard of hearing, DeafBlind, and DeafDisabled children and their families
- Familiarity with child development and early childhood education practices (Our approach is Reggio-Emilia-inspired; we are willing to provide training.)
 - o the applicant would typically attain the knowledge, skills and attitudes required for the position through coursework in early childhood education or a related program combined with related work experience. Equivalencies will be considered

Attitudes and Attributes

- Ability to be flexible and responsive to change and the unexpected
- Positive, energetic, team-player attitude
- Joy in working with children and families
- Ability to prioritize, and exercise a degree of independent judgment and confidentiality

Preferred

- Bachelor's degree
- Two years related administrative experience
- Experience with bilingual, bicultural ASL/English dual language approach, and a willingness to support other home languages
- Understanding of HIPAA and privacy laws

Disclaimer:

This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All HSDC employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.

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 an office or classroom environment with a moderate to loud noise level.

To perform the job, the employee:

- Must be able to cope with the demands and needs of small children for up to 4 hours
- Must be able to sit for extended periods of time at a desk
- Must be able to work in small spaces and reach file drawers that are from floor level to approximately 5 feet high
- Must be able to bend, lift and carry objects up to 25 pounds.
- Physical agility to bend, stoop, walk, reach overhead, push, pull, squat, kneel, crawl, twist and turn.

- Must be able to use a telephone/videophone

Information on employee benefits can be found on HSDC's [Jobs](#) page.

To be considered for this position, please submit a completed employment application ([link](#)) and the following to Jobs@hsrc.org

- 3-minute ASL video introducing yourself and your background,
- Cover letter explaining your interest in the role and how your experience qualifies you,
- Current resume highlighting relevant skills.
- In either your video or cover letter, please also answer the question: "Our agency is actively engaged in dismantling racism and ableism. What do you see as your role in this work?"

We will contact select candidates to schedule an interview.

HSDC is an Equal Opportunity Employer