

**Job Title:** Classroom Assistant for Infant, Toddler or Preschool Classroom

**FLSA Status:** Non-exempt, full time

**Department:** Education

**Prepared Date:** May 2025

**Reports To:** Preschool Director

**Salary Range:** \$25/hr

### **THE IDEAL ROSEN FAMILY PRESCHOOL CLASSROOM ASSISTANT:**

- Delights in the brilliance of young children.
- 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.
- Values and practices our bilingual, constructivist, inquiry-based, positive-discipline approach.
- 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

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 – Required for 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

#### **Deaf and Early Childhood Education Skills**

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

#### **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

#### Preferred

- Bachelor's degree
- Experience working with young children ages birth to five who are d/Deaf, hard of hearing, DeafBlind or have complex developmental needs
- Experience with bilingual, bicultural ASL/English dual language approach, and a willingness to support other home languages
- Experience designing engaging activities for children

#### 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 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 to loud 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.

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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@hcdc.org](mailto:Jobs@hcdc.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*