

<b>Job Title:</b> Rosen Program Support Specialist	<b>FLSA Status:</b> Non-exempt – full time, Temporary
<b>Department:</b> Education	<b>Prepared Date:</b> April 2024
<b>Reports To:</b> Director of Rosen Family Early Childhood Center	<b>Salary Range:</b> \$25-\$29/hour

### Job Summary

Provide classroom support and coverage for teachers who are meeting the complex needs of our students and families. Help families navigate enrollment and other necessary paperwork. Provide administrative support to the Center Director.

### 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

#### Contract Compliance, Record Keeping and Enrollment (25%)

- Support Education licensing and contract compliance; 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 work together to develop and implement strategies to address noncompliance.
- Oversee staff members' enrollment in MERIT (DCYF's Managed Education and Registry Information Tool) and their submission of contractually required documentation. Ensure their timely completion of annual trainings, including ensuring that the completion of annual trainings (HIPAA, CPR, BBP, etc.) required by contracting agencies is accurately documented in MERIT. Create and maintain tracking systems to ensure compliance. Arrange for annual trainings for returning staff, and as needed for new hires.
- 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)
- 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 (25%)**

- Communicate daily with Center Director and the Rosen team.
- Coordinate volunteer opportunities program for Education department
- 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

#### **Family Support (10%)**

- Prepare a reception area that is safe and welcoming for families who seek support and inclusion in the Deaf and signing (ASL) community
- 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:** 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.

### **Essential Skills/Education/Experience:**

#### Required

- High School diploma or equivalent
- Ability to exercise cultural competency when representing the needs of d/Deaf, hard of hearing, DeafBlind, and DeafDisabled children and their families
- Joy in working with children and families
- Experience 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
- 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)
- Excellent social/interpersonal skills and ability to interact respectfully and team with members of diverse populations
- Ability to prioritize, and exercise a degree of independent judgment and confidentiality
- HIPAA training certification or willingness to complete within 2 weeks of employment (training provided)
- Completion of the Child Care Basics 30-hour course within the first three months of hire.
- CPR, First Aid, Blood Borne Pathogen certifications (required within 90 days of employment; training provided)
- Work occasional weekends and evenings in support of Rosen special events

#### Preferred

- Bachelor's degree
- Two years related administrative experience
- 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
- Understanding of HIPAA and privacy laws

### Language and Other Skills:

#### Required

- Fluency in American Sign Language
- Effective communication skills using written English
- Strong skills in organization, prioritization, and multi-tasking
- Ability to be flexible and responsive to change and the unexpected
- Positive, energetic, team-player attitude
- Ability to communicate clearly and effectively with interpreters (ASL and spoken language; ex. Interpreters for home languages other than English)

#### *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 noise level.

To perform the job, the employee:

- Must be able to cope with the demands and needs of small children
- 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

**Required Screenings with timelines**

- A MERIT background check through the Washington State Department of Children Youth and Families must be completed successfully prior to hiring: <https://apps.dcyf.wa.gov/merit>

*HSDC is an Equal Opportunity Employer*

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Employee Name

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Signature (Verifying receipt and understanding of this job description)

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Date