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Job Title: Rosen Preschool Substitute
Department: Education
Reports To: Rosen Preschool Director

FLSA Status: Non-Exempt
Prepared Date: July 2019
Pay Range: \$15-17/hr

Summary:

Performs Teacher and/or Instructional Assistant duties in the absence of the regular Teacher or Instructional Assistant. This position is on an as-needed basis.

Essential Duties and Responsibilities:

- Provides instruction according to plans prepared by the regular classroom teacher
- Maintains daily classroom routine, including distributing and collecting supplies, keeping attendance records, setting up meals, etc.
- Uses appropriate judgment to act in the best interests of students at all times
- Maintains a classroom environment which promotes active learning
- Maintains a professional attitude in all manner of conduct with students, faculty, and parents
- Adheres to HSDC and RFP policies, procedures, and guidelines at all times
- Attends mandatory meetings and trainings
- Performs other duties as assigned

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:

- High School Diploma or GED
- Early Childhood Education college credits preferred
- At least one year of experience working in a child care setting preferred
- Knowledge of the following preferred:
 - Child development and early education theories and practices (our approach is Reggio-Emilia-inspired)
 - Understanding of Deaf culture as well as the regional cultural environment
 - Experience with hearing technology (hearing aids, cochlear implants, and FM systems)
 - Familiarity with ASL-English bilingual education

Language/Other Skills:

- Native or near-native fluency in ASL required
- Competence in verbal/signed or written communication in English
- Ability to act as a team player, demonstrating flexibility, effective communication skills, patience and cooperation

Certificates and Licenses:

- CPR/First Aid/Bloodborne Pathogen training certification, or willingness to obtain

- WA State Food Handler card or willingness to obtain

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.

To apply:

Please email cover letter and resume to HSDCEducation@hcdc.org.

HSDC is an equal opportunity employer