

Job Title: Disability Rights 1:1 Classroom Assistant	FLSA Status: Non-exempt
Department: Education	Prepared Date: February 2021
Reports To: Preschool Director	Salary Range: \$16 - \$18/hr
Job Status: Part-time, August – June (approx. 35 hrs/week)	

PRESCHOOL MISSION:

At Rosen Family Preschool, children are capable, families are engaged, and educators are inspired; we collaborate in a joyful, accessible, bilingual learning community rooted in Deaf identity and American Sign Language.

PRESCHOOL VISION:

To be leaders in Deaf Education devoted to providing an exemplary ASL and English bilingual program for the diverse community of Seattle that empowers children and families to become creative and confident thinkers.

HSDC AND ROSEN’S COMMITMENT TO REPRESENTATION:

We actively seek to recruit, hire, promote, and retain a diverse workforce—one that welcomes and engages people from every background and models the achievements of adults in the Deaf community. We strive to reflect the diversity of the Seattle area, and for our families, staff, and board to be equally diverse. We are committed to eliminating barriers to access and equity and see a diverse workforce as a key step toward this goal. We value our staff members, volunteers, and board members and their individual backgrounds, which further our ability to serve and learn from the diverse families that enrich our community. We invite you to join us on our journey.

Job Summary:

The job of the Assistant is to assure safety and access for a student with additional disabilities in the Rosen Bilingual Deaf and Hard of Hearing Classroom.

The Assistant will: participate in implementing learning plans; monitor the student during non-classroom time; provide information to appropriate school personnel; participate in conversations about student learning, and attend IEP meetings.

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.

Essential Duties and Responsibilities:

- Works with the teaching team to remove barriers to participation in classroom activities.
- Observes student carefully as part of the teaching team. Documents interests, strengths, and competencies for the purpose of informing curriculum and meeting the individual needs of the student. Participates in team discussions about student interests, strengths, and competencies.
- Administers first aid and medical assistance, as required, for the purpose of providing appropriate care for an injured child.
- Assists student in addressing personal care needs due to medical condition and/or physical differences, for the purpose of allowing students to function in school environment.
- Attends meetings and in-service presentations (e.g. first aid, CPR, emergency procedures, etc.) for the purpose of acquiring and/or conveying information relative to job functions.
- Confers with teachers and/or parents (e.g. phone calls, e-mails, parent-teacher meetings, recording student progress in a notebook, etc.) for the purpose of providing information related to the student's progress as established in their individual educational program.

- Upholds the classroom language policy by modeling ASL to the best of their ability and not using spoken English in learning spaces.
- Works with the team to understand and implement positive discipline strategies, to support social emotional growth and healthy age-appropriate interpersonal skills of students.

OTHER FUNCTIONS:

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

REPORTING RELATIONSHIPS:

Reports to Rosen Family Preschool Preschool Director.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, COMMITMENTS AND ATTRIBUTES:

*Specific **knowledge** required to satisfactorily perform the functions of the job includes:*

- Instructional procedures and practices
- Age-appropriate student activities
- Safety practices and procedures
- Conflict resolution
- Stages of child development/ behavior
- Possess cultural awareness and sensitivity

*Specific **skills** required to satisfactorily perform the functions of the job include:*

- Adhering to safety practices
- Operating standard office equipment including using pertinent software applications
- Preparing and maintaining accurate records
- Proficient receptive and expressive communication skills in ASL and English, or willingness to learn
- Strong organization, analyzing and problem-solving skills

*Specific **abilities** required to satisfactorily perform the functions of the job include:*

- Adapting to changing work priorities
- Communicating with diverse groups
- Maintaining confidentiality
- Working as part of a team
- Working with constant interruptions
- Manage time and stress well

*Specific **commitments** required to satisfactorily perform the functions of the job include:*

- **Commit to the classroom's voice**-off language policy
- Commitment to anti-bias and anti-racism
- Commitment to growth mindset and culture of appreciation

*Specific **attributes** required to satisfactorily perform the functions of the job include:*

- Being respectful, organized, flexible, ethical, consistent, fair, compassionate, understanding, and able to build esteem while ensuring a safe and secure environment

EDUCATION:

High school diploma or equivalent

PREFERRED EXPERIENCE:

Experience working with children.

CONTINUING EDUCATION/TRAINING:

CPR, First Aid (We can support you to obtain these within 90 days of employment)

CLEARANCES:

MERIT background check clearance

Supervisory Responsibilities: This position does not have supervisory responsibilities.

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 and office 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. Must have the physical agility to bend, stoop, walk, reach overhead, push, pull, squat, kneel, crawl, twist and turn.

To Apply for This Position:

- Submit the following to HSDCeducation@hsrc.org:
 - Completed job application ([link to application](#))
 - Cover letter
 - Resume
 - A 3-minute video clip in ASL introducing yourself, your background, and any other information you wish to share about yourself
- **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—in order 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>

Priority will be given to applicants that apply by Friday, March 12, 2021.

HSDC IS AN EQUAL OPPORTUNITY EMPLOYER.