

**Job Title:** Early Journeys in ASL Classroom Assistant

**FLSA Status:** Non-exempt

**Department:** Education

**Prepared Date:** October 2019

**Reports To:** Preschool Director

**Salary Range:** \$18- \$20/hr

**Job Status:** Full time

*HSDC seeks nurturing, passionate, reflective, collaborative, and inquisitive individuals dedicated to the field of Early Childhood Education. We are currently seeking a full-time ASL fluent Classroom Assistant (Aide) for our mixed-age early childhood infant and toddler classroom: **Early Journeys in ASL.***

### **HSDC'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.

### **Essential Duties and Responsibilities:**

- CURRICULUM DEVELOPMENT, STUDENT ASSESSMENT AND DOCUMENTATION (8%)
  - Assist teachers in studying and documenting students' skills, needs and interests to support student growth and address student goals
- SUPERVISION OF STUDENTS AND IMPLEMENTATION OF CURRICULUM (70%)
  - Act as a bilingual language model for students and families
  - Engage students across a wide range of developmental needs in developmentally-appropriate play and conversation, scaffold language for student growth, share books and stories and support students to engage with each other in a positive, nurturing environment
  - Scaffold students' social-emotional growth using a positive discipline approach
- FAMILY SUPPORT AND ENGAGEMENT (1%)
  - Work with the teaching team to make learning visible to families
- COMMUNITY DEVELOPMENT & ENGAGEMENT: RECRUITMENT AND OUTREACH (1%)
  - Attend school functions and support the growth of the program
- PROFESSIONAL DEVELOPMENT & REFLECTIVE PRACTICE; COLLABORATION, EQUITY AND COMMUNITY-BUILDING (5%)
  - 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
- HEALTH, SAFETY AND EMERGENCY PREPAREDNESS (15%)
  - Prepare and maintain a clean, safe, well-organized, engaging and beautiful learning environment for children age birth to three in our American Sign Language and English Bilingual, Reggio-Emilia inspired program

- Assure compliance with licensing regulations for health and safety
- Prepare and maintain a clean, safe, well-organized, engaging and beautiful learning environment for children age birth to three in our American Sign Language and English Bilingual, Reggio-Emilia inspired program.
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- Develop strong relationships with teachers, families and students.
- Engage students across a wide range of developmental needs in developmentally-appropriate play and conversation, scaffold language for student growth, share books and stories and support students to engage with each other in a positive, nurturing environment.
- Scaffold students' social-emotional growth using a positive discipline approach
- Assist teachers in studying and documenting students' skills, needs and interests to support student growth and address IFSP goals.
- Act as a team player, demonstrating flexibility, effective communication skills, patience and cooperation.
- Pursue personal and professional growth through reflection and study.
- Perform other related duties as required.

**Supervisory Responsibilities:** This position does not have supervisory responsibilities.

### QUALIFICATIONS AND REQUIREMENTS

- Complete the applicable preservice requirements, pursuant to [WAC 110-300-0105](#).
  - TB Test and [required trainings](#)
- Be able to pass required background checks
- Enroll in [MERIT](#) and submit Portable Background Check Application
- At start of contract we can guide you to obtain the [required trainings](#), and have all ECE certificates or equivalent qualifications approved and verified in the department's electronic workforce registry (MERIT). These include: Bloodborne Pathogens, CPR/First Aid, Food Handling, Child Care Basics, Child Abuse & Neglect

### Education/Experience:

- Early Childhood Education experience, 2+ years working with preschool children
- The applicant would typically attain the knowledge, skills and attitudes required for the position through coursework in early childhood education or related program combined with related work experience. Equivalencies will be considered.
- Knowledge:
  - Familiarity with child development and early education theories and practices (Our approach is Reggio-Emilia-inspired; we are willing to provide training.)
  - Designing engaging activities for children
  - Understanding of Deaf culture as well as the regional cultural environment
- Experience working with young children

### Skills, Values and Personal Attributes

- Proficient receptive and expressive communication skills in ASL and English

- Respect for and engagement with Deaf culture; cultural awareness and sensitivity
- Joy in working with children and families
- Keen interest and curiosity about the nature of learning and teaching
- Commitment to social justice and educational equity
- Prioritizing families as crucial partners in the life of the school.
- Embracing reflection as a tool for growth and learning; ability to learn from mistakes.
- Solid work ethic, dedication to confidentiality and discretion
- Strong organization, analyzing and problem-solving skills
- Able to manage time and stress well

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

**HSDC’s Early Childhood Program Mission:**

Equipping families to navigate their educational journey with confidence and joy.

**Rosen Preschool Mission and Vision:**

**MISSION:** Capable children, engaged families and inspired educators collaborate in a joyful, accessible bilingual learning community rooted in Deaf identity and American Sign Language.

**VISION:** To be leaders in deaf education devoted to providing an exemplary ASL/English bilingual program for the diverse community of Seattle that empowers children and families to become creative and confident thinkers.

**To Apply for this Position**

Submit the following to [HSDCeducation@hsrc.org](mailto:HSDCeducation@hsrc.org):

- Completed Job application (<https://hsrc.org/wp-content/uploads/2020/06/HSDC-Education-Job-Application-FY20.pdf>)
- A 3-minute video clip in ASL introducing yourself, your background, and any other information you wish to share about yourself.
- Cover letter (cover letter may be in English or ASL)
- Resume
- Three current and signed letters of recommendation.

**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?”**

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>

You are welcome to submit additional materials such as lessons plans to support your application. This is not required

\*We will follow up to schedule an interview with candidates whose qualifications best match our needs.

*HSDC is an Equal Opportunity Employer*