

CLASSROOM ASSISTANT (AIDE) - PART TIME (35 hours/week)

Salary range: \$18-20/hour (depending on experience) plus benefits

RFP seeks to recruit, hire, promote, and retain a diverse workforce. Diversity in our staff is vital to high quality teaching and learning and crucial for positive student identity development. We prioritize the hiring of applicants from historically marginalized communities and those who model the achievements of Deaf adults for our students. We are committed to eliminating barriers to access and equity; cultivating a diverse workforce is an essential step toward this goal.

At Rosen Family Preschool we strive to be leaders in Deaf Education, devoted to providing an exemplary ASL and English bilingual program for the diverse community of Seattle. We are a school that empowers children to become creative and confident thinkers. We have an immediate opening for a flexible and committed Classroom Assistant in our growing preschool.

We value and practice a bilingual, constructivist, inquiry-based, positive-discipline approach to teaching and learning, inspired by the world-renowned schools of Reggio-Emilia, Italy, employing an American Sign Language (ASL) & English bilingual approach in a community of children ages 3-5, including young children who are deaf, hard of hearing, and hearing ASL users.

As a Classroom Assistant you will perform the following duties:

- Actively establish and maintain a safe, calm, clean, well-organized classroom in partnership with the team.
- Develop strong relationships with teachers and students and work with the team to set up inspiring learning provocations.
- Assist teachers in studying and documenting students' skills, needs and interests and present an emergent curriculum that supports student growth and addresses IEP goals
- When necessary, facilitate the success of individual students needing extra support; accommodate students across a wide range of developmental needs.
- Act as a bilingual 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 how to engage with each other.
- Work with the team to scaffold students' social-emotional growth using positive discipline techniques.
- Act as a team player, demonstrating flexibility, effective communication skills, patience and cooperation.
- Perform other related duties as required.

As a Classroom Assistant you will exhibit the following values and personal attributes:

- Respect for and engagement with Deaf culture
- Joy in working with children and adults
- Commitment to social justice and educational equity.
- Prioritizing families as crucial partners in the life of the school.
- Embracing reflection and growth mindset.

Skills and Experience

Possess 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:
 - Child development and early education theories and practices (Our approach is Reggio-Emilia-inspired.)
 - Engaging activities for children
 - An understanding of Deaf culture as well as the regional cultural environment
- Experience working with young children
- CPR/First Aid/Blood Borne Pathogens certification, or willingness to obtain
- Proficient receptive and expressive communication skills in ASL and English
- Strong organization, analyzing and problem-solving skills
- Able to manage time and stress well
- Preferred candidates will possess personal attributes such as being respectful, organized, flexible, ethical, consistent, fair, compassionate, understanding and will be able to build esteem while ensuring a safe and secure environment
- Possess cultural awareness and sensitivity

What are the next steps?

Qualified Candidates should:

- Submit a resume and cover letter to HSDCEducation@hxdc.org.
- Complete the attached application.
- Submit an under-3-minute video clip in ASL introducing yourself, your background, and any other information you wish to share about yourself to HSDCEducation@hxdc.org.

*We will follow up with select candidates to schedule an interview.

HSDC is an Equal Opportunity Employer

NOTE: PLEASE ASK IF YOU NEED ASSISTANCE COMPLETING THIS APPLICATION

INFORMATION			
LAST NAME:	FIRST NAME:		MIDDLE IN:
PRESENT ADDRESS:	CITY:	STATE:	ZIP:
HOME PHONE:	CELL:	E-MAIL:	
POSITION APPLIED FOR?			
WAGE/SALARY DESIRED?		DATE AVAILABLE FOR WORK?	
AVAILABLE: <input type="checkbox"/> Days • <input type="checkbox"/> Evenings <input type="checkbox"/> Nights •		APPLYING FOR: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary	
Will visa or immigration status prevent lawful employment? <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof of right to work in the U.S. will be required if hired.)			
Are you 18 years or older? <input type="checkbox"/> Yes • <input type="checkbox"/> No • (If no, employment is subject to minimum legal age requirements.)			
Have you been convicted of a felony or released from prison within the past 10 years for an offense that may reasonably relate to the job duties of the position for which you are applying? (A conviction may not necessarily disqualify you from employment.) <input type="checkbox"/> Yes <input type="checkbox"/> No • If yes, please indicate the date and nature of the offense:			
Do you have a Non-Compete, Non-Disclosure, or other agreement that might restrict your employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever previously applied to or been employed by this company? • <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?			
How did you learn about this position opening?			
Were you known by any other name at any job or school listed on this application? What name(s)?			
At which school(s)/employer(s) were you known by this other name?			

EDUCATION				
	Name and Location of School	Years Completed	Did you graduate?	Degrees Received
High School				
College				
Trade, Business, or Graduate school				

SKILLS
<input type="checkbox"/> Typing ____ wpm <input type="checkbox"/> Ten-key <input type="checkbox"/> Reception: # incoming lines _____ • <input type="checkbox"/> Supervision: years of experience _____ Proficient at : <input type="checkbox"/> Excel <input type="checkbox"/> Word <input type="checkbox"/> Access <input type="checkbox"/> PowerPoint <input type="checkbox"/> Outlook <input type="checkbox"/> Other _____ American Sign Language Skill Level _____ _____ Indicate other skills related to the position you are seeking: _____ _____ _____

PROFESSIONAL REFERENCES			
Please list four persons, other than relatives, who we may contact about your professional work experience.			
Name	Years Known	Relationship	Telephone Number

EQUAL OPPORTUNITY EMPLOYER



EMPLOYMENT RECORD (INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED)

Please list your employment history below beginning with the most recent employer, include U.S. military service.

If currently employed, may we contact your employer? Yes No •

Employer _____ City/State _____ Telephone () _____

Job Title _____ Supervisor _____ Telephone () _____

Dates Employed: From _____ To _____ Reason for leaving _____

Duties _____

Employer _____ City/State _____ Telephone () _____

Job Title _____ Supervisor _____ Telephone () _____

Dates Employed: From _____ To _____ Reason for leaving _____

Duties _____

Employer _____ City/State _____ Telephone () _____

Job Title _____ Supervisor _____ Telephone () _____

Dates Employed: From _____ To _____ Reason for leaving _____

Duties _____

Employer _____ City/State _____ Telephone () _____

Job Title _____ Supervisor _____ Telephone () _____

Dates Employed: From _____ To _____ Reason for leaving _____

Duties _____

I certify that the information given by me is true and complete to the best of my knowledge. I understand that if I am employed, the discovery that I gave false information during the application process may result in immediate dismissal.

I authorize the Company (Hearing, Speech, and Deaf Center) to which I am providing this application (HSDC) to investigate all statements contained in this application and to request information about me from previous employers, educational institutions, and references. I expressly authorize my previous employers to provide information and opinions concerning my work and work habits. Further, I release all parties (including the Company) and persons connected with any requests for information from all claims, liabilities, and damages for whatever reason, arising out of furnishing any information. If employed, I release HSDC from any liability for future references it may provide regarding my work history with the Company.

Due to the large number of applications that HSDC receives, I understand the Company cannot guarantee that my application will be considered for any or all open positions they may have or that my application will be considered for any specific time.

In the event of employment, I understand that I am required to abide by all current and subsequently issued rules and regulations of the Company and that my employment may be terminated, at any time, with or without notice, by either party.

Signature of Applicant

Date