



Hearing, Speech & Deaf Center

Job Description

Job Title: Rosen Family Preschool Program Support Specialist	FLSA Status: Non-exempt – full time
Department: Education	Prepared Date: April 2023
Reports To: Director of Rosen Family Preschool	Salary Range (optional): \$25-\$29/hour

Job Summary

Provide classroom support and coverage for teachers who are meeting the complex needs of our students and families. Connect families with the resources they need to thrive in our bilingual ASL/English program and community. Provide administrative support to the Preschool Director.

Essential Duties and Responsibilities:

Classroom Support (40%)

- Coordinate substitute and break coverage and release time scheduling for classrooms; stepping in as classroom support when needed to assist to maintain licensing for adult to student ratio
- Manage the daily receipt and distribution of food (breakfast, hot lunch and snacks)
- Work with teachers to collect and track classroom maintenance checklists weekly
- Assist teachers to produce and display student documentation and distribute materials for families as needed.
- Provide individual support for students in collaboration with and under the direction of the teaching team
- Assist teachers to coordinate details for field trips and manage timelines for their implementation efficiently and in accordance with licensing and safety
- Act as a language model for students by using ASL and English with students.

Communication and Scheduling (25%)

- 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
- Schedule appointments and meetings, which may include making travel arrangements, accessibility reports (i.e. interpreters, close captioning, etc.), assist teachers in scheduling and/or organize volunteers
- Update school calendar and ensure all needed changes are made and communicated to families and our internal and external partners.

- Communicate purchasing needs regularly to facility manager; track deliveries, receipts and returns as needed by finance.
- Support classroom volunteer opportunities

Contract Compliance, Record Keeping and Enrollment (25%)

- Track and facilitate staff members' utilization of MERIT (DCYF's Managed Education and Registry Information Tool) and their submission of contractually required documentation. Track quarterly completion of annual trainings (HIPAA, CPR, BBP, etc.) required by contracting agencies in MERIT. Arrange for annual trainings for returning staff, and as needed for new hires.
- 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 the Director.
- Support staff members' enrollment and utilization of HSDC program software, Jackrabbit.
- Document student enrollment, including sending out, collecting, and tracking initial enrollment, annual, and end of service paperwork and registration for hot lunch and snacks. Organize, set up, and maintain records on students and services, including requesting records from other specialists
- Ensure that program information is entered into the CHIPS system and updated with monthly attendance, program membership days and other required data.
- Conduct administrative tasks, including organizing, tracking, filing, copying, faxing, shredding, mailing, and data entry

Family Support (10%)

- 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
- Create, manage, and update online correspondence with families via Facebook and other platforms; collaborate with the Development Department as needed.
- Greet families warmly and welcome them to our space.
- Prepare a reception area that is safe and welcoming for families who seek support and inclusion in the Deaf and signing (ASL) community

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
- Familiarity with child development and early childhood education

practices (Our approach is Reggio-Emilia-inspired; we are willing to provide training.)

- o 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 customer service orientation
- 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

- 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
- Teaching certificate

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.

To perform the job, the employee:

- Must be able to cope with the demands and needs of small children
- Must be able to bend, lift and carry objects up to 25 pounds.
- Must be able to use a telephone/videophone