

## Classroom Aide

### Job Description

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Department:	Education
Reports To:	Education Supervisor
Duration:	Year-round
Salary Range:	Non Exempt - \$15.00 - \$16.50 p/h - Depending on Education

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### Denise Louie Education Center Background

Providing high quality early learning services and family support is critical to the success of our community. Children who do not have access to high quality early learning experiences are 25% more likely to drop out of school, 40% more likely to become a teen parent, 50% more likely to be placed in special education, and 70% more likely to be arrested for a violent crime.

Our children deserve better — and we cannot afford not to solve this problem. Investing in early learning now means we won't be paying nearly so much down the road for "safety net" and correctional services. Beyond budgets, Denise Louie kids deserve a chance at a quality education and opportunity to be successful. Children from low-income families deserve to grow up in the same high-quality learning environments you would choose for your own children. A Rice University study found that a child from a high-income family will experience 30 million more words within the first four years of life than a child from a low-income family. Denise Louie helps close the "opportunity gap" so that kids can enter kindergarten ready to be successful and their families have the tools to support them.

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### Essential Attributes

- Responsible for collaborating with the teaching team to provide a high quality, multicultural, inclusive educational experience to prepare all children and families for life and school.
- Is adaptive to changing requirements within the field of early childhood education; is a problem-solver who modifies the classroom to meet the needs of each child; and is flexible to adjust to Denise Louie's fast-paced environment.
- Opportunity to demonstrate motivation by seeking out new opportunities to improve and enhance the program in alignment with DLEC's philosophy of education. Takes the initiative to identify and address opportunities for professional development.
- Opportunity to display excellent communication skills by articulating ideas and opinions in a clear, concise and persuasive manner to families, children, and staff. The assistant teacher is positive, open to receive and provide constructive feedback, and provides accurate information to families regarding their child's development.
- Opportunity to demonstrate accountability by taking on and meeting commitments even when faced with obstacles and challenges. Takes ownership of the classroom and is reliable, meeting both individual and agency goals on time.
- Opportunity to display respect by communicating with children, staff, families, and the community with openness, honesty, and sensitivity. Demonstrates the ability to listen to other perspectives, support children on their individual growth plans, and manage behavior with positive guidance techniques.
- Opportunity to display passion for the community served, the mission and values of Denise Louie. Will work with heart and dedication to support children in reaching their highest potential.
- Demonstrate ability to maintain positive, compassionate, empathetic, and respectful working relationships with families, children, and employees from diverse cultural backgrounds.
- Proactively seek opportunities to learn, develop new skill-sets, and stay current within the changing landscape of early childhood education. Encourage a love of learning in students by providing a hands-on learning environment that mirrors best practice.

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### Skills, Competencies and Experiences

- High school diploma or GED. College coursework in Early Childhood Education, Childhood Development Associate (CDA), AA or BA degree in Early Childhood Education or related field strongly preferred
- Previous work or volunteer experience working with 0-5 year old children
- Able to lift and potentially carry a child weighing up to 50 pounds
- Able to routinely kneel, bend, crouch and sit on the floor for extended periods of time
- Able to stand, walk and sit on child sized chairs throughout the day
- Able to communicate in English verbally and in writing
- Bilingual in a language spoken by DLEC parents (Spanish, Amharic, Cantonese, and Vietnamese) preferred
- Certification in: Childcare Basics (STARS 30 Hours), First Aid/CPR, Blood borne Pathogens, Food Worker Card, Infant Safe Sleep (or must be able to obtain within 90 days of hire)

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### Accountabilities

- Maintain a healthy, safe, and warm classroom environment through effective supervision, developmentally appropriate practices that allows learning through curiosity, experimentation, play and implementation of individualized plans.
- Assist teaching team in lesson implementation to promote educational development growth.
- Manage children's behavior using positive guidance techniques and Handle with Care plans.
- Partner with families so they take an active role in their child's education.
- Model conversations, manners, cleanup activities, listening and everyday interactions for the purpose exhibiting positive and appropriate social behaviors.
- Implement individual child diaper or toileting plan.
- Weekly participation in team meetings to ensure high-quality services.
- Adhere to all city, state, federal, OSPI and Head Start/Step Ahead requirements relating to program operation.
- Participate in professional development opportunities such as: coaching sessions, supervision meetings, education department trainings/meetings, All staff meetings, community trainings and other self or agency identified trainings.
- Provide guidance and direction to substitutes and volunteers.
- Assist in maintaining children's file documents in a secure, organized system for easy reference by all team members.
- Be knowledgeable about and adhere to all DLEC policies and procedures.
- Assist with general maintenance, organization, and security of the facility.
- Clearly document all uses of Handle with Care interventions. Complete written accident and incident reports and communicated with parents by the end of the program day.
- Other duties as assigned.