



Classroom Aide

Job Description

Department:	Preschool Education
Reports To:	Education Supervisor
Salary Range:	\$15.75 - \$16.50 per hour – DOE
Job Type:	Full Time, Non Exempt, Year Round

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.

Essential Attributes:

- The Classroom Aide 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 Denise Louie 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 Classroom Aide 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. The Classroom Aide 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. The Classroom Aide will work with heart and dedication to support children in reaching their highest potential.

- Demonstrated ability to maintain positive, compassionate, empathetic, and respectful working relationships with families, children, and employees from diverse cultural backgrounds.
 - Proactively seek new opportunities to learn, develop new skill-sets, and stay current within the changing landscape of Early Childhood Education. Classroom Aides encourage a love of learning in their students by providing a hands-on learning environment that mirrors best practice.
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Skills, Competencies and Experiences

- Minimum requirement is a High School Diploma or GED; CDA, AA or BA degree in Early Childhood Education a plus
 - Previous work or volunteer experience working with 3-5 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 preferred
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The Classroom Aide is responsible for collaborating with the teaching team to provide a high quality, multi-cultural, inclusive educational experience to prepare all children and families for life and school.

Accountabilities

- Implement weekly lesson plans aligned with Denise Louie Education Center curriculum.
- Assist teaching team in completion of Teaching Strategies Gold observations and checkpoint data to assess child growth and development.
- 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.
- 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.
- 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.
- Assist teaching team in completion of all health and dental screenings to meet the 45/90 day requirements and second screening requirements. Assist team in sending information to families and refer as needed.
- Assist teaching team with Well Child, Dental, Immunization follow-up.
- Assist in the completion of all developmental screenings and assessments. May attend IEP meetings as a member of the special services team
- Provide guidance and direction to substitutes and volunteers.
- Assist in conducting home visits and conferences in a manner that provides individualized information and gets parent input for the curriculum.
- Assist in the planning and execution of the End of Year Celebration, Center Meeting and Parent Training/Classroom Meetings.
- Assist in maintaining children's education 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.

Physical Demands and Work Environment

While performing the duties of this job, the Classroom Aide is regularly required to walk, stand, balance, sit for prolonged periods, speak clearly, and hear. Specific vision abilities required by this job include close vision and ability to adjust focus. The employee is regularly required to use fingers, hands, and arms to manipulate and shuffle documents, use writing instruments, and type on a keyboard. Must be in good general health and demonstrate emotional stability.