HSDC
Hearing, Speech & Deaf Center

Job Description

Job Title: Rosen Program Assistant

FLSA Status: Non-exempt, full time

Department: Education

Prepared Date: August 2026

Reports To: Rosen Family School Director

Pay Range: $25.00 **-** $29.71/hour

Hours: 8am -4:30 pm or 9am to 5:30pm

Job Summary

This role is central to the smooth daily operation of Rosen Family School; providing administrative and compliance support to the Director, stepping into classrooms to cover teachers when needed, and serving as a warm first point of contact for families navigating enrollment and paperwork. It's a role built on flexibility and close partnership with the Director across a wide range of work. This is an in-person position that takes place at our Rosen Family School in Seattle's HSDC facility.

Essential Duties and Responsibilities:

Classroom Support (40%)

- Support the Director and Lead Teachers in coordinating substitute and break coverage, stepping in as a backup when needed.
- Demonstrate flexibility, commitment, and responsiveness when classroom coverage or unexpected support is needed.
- Coordinate and support daily meal distribution and food program procedures; coordinate the family snack bank donation program.
- Support teachers with classroom materials, documentation, and daily operations. Assist teachers to produce and display panel documentation and distribute materials for families as needed.
- When necessary, facilitate the success of individual students needing extra support; accommodate students across a wide range of developmental needs.
- Act as a strong ASL/English language model for students. Techniques include engaging students in developmentally appropriate conversation, scaffolding language for student growth, storytelling, and modeling positive interactions.
- Work with teachers to collect and track classroom maintenance checklists weekly.
- Assist with field trips and other special projects while maintaining safety and licensing requirements.
- Track needed supplies and coordinate ordering and distribution of materials, as directed.

Administrative Operations, Enrollment, Compliance & Data Management (20%)

- Support education licensing and contract compliance with HR; track and address noncompliance with Washington Administrative Code (WAC) requirements and provide monthly reports to the Director and HR.

- Coordinate student enrollment and registration, maintain enrollment, health, food, safety records, and support families with enrollment, updates, and program registration.
- Communicate with Seattle Preschool Program (SPP), partner agencies, families, and specialists to complete enrollment requirements and maintain confidential student records in compliance with HIPAA and applicable regulations.
- Coordinate the collection and maintenance of student attendance records, and track, report, and enter attendance and program data into required systems, including CHIPS (DEEL), CACFP, subsidy invoicing, and other reporting platforms, under the Director's direction.
- Support CACFP compliance through attendance tracking, meal planning documentation, and data entry, under the Director's oversight.
- Support licensing, regulatory, and contract compliance in coordination with Human Resources. Identify and track potential areas of noncompliance and flag them to the Director and HR; support corrective action efforts as directed.
- Monitor timelines, deadlines, deliverables, and reporting requirements related to funding agency obligations, flagging upcoming due dates to the Director to support timely completion of contractual and regulatory responsibilities.
- Track and document monthly department expenses and provide required data and documentation to support budgeting, invoicing, and financial reporting processes.
- Conduct administrative and office-support activities, including organizing, tracking, filing, copying, mailing, shredding, data entry, and other record-management tasks.
- Set up staff accounts in program software systems, including Jackrabbit, and provide access, support, and basic training as needed.
- Collaborate effectively with Human Resources, Finance, Education, families, funding agencies, and external partners to support program operations, compliance, reporting, and continuous improvement.
- Demonstrate strong attention to detail and accuracy in data entry, recordkeeping, reporting, and documentation.
- Maintain confidentiality and ensure proper handling of student, family, personnel, and program records in accordance with agency policies and applicable regulations.

Communication and Scheduling (20%)

- Communicate daily with the Director and the Rosen team.
- Coordinate the volunteer opportunities program for the Education department, in coordination with Human Resources.
- Schedule and attend internal and external meetings as requested by the Preschool Director.
- Update the school calendar and confirm needed changes are made and communicated to families and internal and external partners.
- Schedule appointments and meetings, which may include making travel arrangements, reserving interpreters, and/or organizing volunteers.
- 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.
- Coordinate and confirm accessibility supports (ASL interpreting, captioning, etc.) with

internal and external partners and agencies.
- Respond to requests in a timely manner and proactively communicate.
- Manage director-approved department purchasing needs; track and distribute deliveries and carry out returns as needed.

Reception and Family Support (20%)
- Prepare a reception area that is safe and welcoming for diverse families who seek support and inclusion in the Deaf and signing (ASL) community.
- Greet families warmly and welcome them to our space.
- Create, manage, and update online correspondence with families via Storypark and other platforms; collaborate with the Development Department as needed.
- Participate in outreach and promotional video content for the Development Department, as requested.
- 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.

QUALIFICATIONS AND REQUIREMENTS
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.

Basic Requirements – must be completed prior to hiring
- **Age**: Must be at least 18 years old.
- **Education**: Hold a high school diploma or equivalent.
- **TB Test**: Obtain a tuberculosis (TB) test from a local health department or physician.
- **MERIT Account**: Create an account in the MERIT system and apply for a STARS ID number.
- **Background Check**: Complete and pass a Portable Background Check through the DCYF's MERIT system.

Required Training
Before working unsupervised with children, you must complete the following trainings: Child Care Basics (CCB), CPR/First Aid/Bloodborne Pathogens, Safe Sleep, Mandated Reporter, Food Handler's Card. We can guide you to complete these trainings.

Skills, Experience and Attributes
Required:
Language and Communication Skills
- Fluency in American Sign Language
- Effective communication skills using written English
- Ability to communicate clearly and effectively with interpreters (ASL and spoken language; ex. Interpreters for home languages other than English)
- Excellent social/interpersonal skills and ability to interact respectfully and team with members of diverse populations

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Office Skills

- Strong skills in organization, prioritization, and multi-tasking
- 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)

Deaf and Early Childhood Education Skills

- Early Childhood Education experience, 2+ years working with young children
- 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.)
    - 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

Attitudes and Attributes

- Ability to be flexible and responsive to change and the unexpected
- Positive, energetic, team-player attitude
- Joy in working with children and families
- Ability to prioritize, and exercise a degree of independent judgment and confidentiality

Preferred:

- Bachelor's degree
- Two years related administrative experience
- Experience with bilingual, bicultural ASL/English dual language approach, and a willingness to support other home languages
- Understanding of HIPAA and privacy laws

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.

The work is typically performed in an office or classroom environment with a moderate to loud noise level.

To perform the job, the employee:

- Must be able to cope with the demands and needs of small children for up to 4 hours
- Must be able to sit for extended periods of time at a desk
- Must be able to work in small spaces and reach file drawers that are from floor level to approximately 5 feet high

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- Must be able to bend, lift and carry objects up to 25 pounds.
- Physical agility to bend, stoop, walk, reach overhead, push, pull, squat, kneel, crawl, twist and turn.
- Must be able to use a telephone/videophone

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Information on employee benefits can be found on HSDC's Jobs page.

To apply, email a current resume highlighting relevant experience and skills and a brief vlog describing why you are applying, how your previous experience qualifies you for this role, and where you found out about this position to jobs@hsdc.org.

HSDC is an Equal Opportunity Employer