



Job Description Educational Assistant

Job Title: Educational Assistant

Hours: Full Time

Department: Blended Classroom Program

Benefits: Health, Dental and 403-B (for full time employees)

FLSA Status: Non-Exempt Hourly

Hourly rate: \$24-\$36 (DOE)

Reports To: Education and Research Director

Summary: The educational assistant is flexibly assigned to support the classroom program where needed. This includes, but is not limited to, acting as substitute educational assistant or substitute lead teacher, and providing additional support for students and teaching staff in one-on-one and small group settings to reinforce education plans for the students.

Listen and Talk's Blended Classroom program operates on two campuses: Kirkland and Seattle. Individuals in this position will have a regular work location (either Kirkland or Seattle, based on program needs) but are expected to support the teaching teams at both locations, depending on staffing needs. Changes to work location will be communicated as needed (typically by 7:30 AM).

Essential Duties and Responsibilities but not limited to, the following:

- Partner with the teacher to provide an emotionally responsive, safe, healthy and developmentally appropriate environment for children.
- Ensure materials, equipment, and supplies are available and in good repair; care for and maintain equipment within the school, take preventative measures against hazards to physical safety.
- Meet with teachers to review and discuss lesson plans and the needs of individual students.
- Refer to information provided by the teacher and/or child's Listening and Spoken Language Therapist about needs, strategies/techniques and expected outcomes when working with students.
- Record data (language samples, student performance) in a manner consistent with areas outlined by the teacher and/or therapist.
- Support the teacher in using Listening and Spoken Language Strategies.
- Support the teacher in checking student's hearing technology and completing listening checks on a daily basis.
- With teacher/therapist guidance, implement lesson plans in group and 1:1 activities with students.
- Acting as substitute educational assistant or substitute lead teacher
- Assist children with toileting needs (including changing diapers and pull-ups).
- Cross collaborate with team members and other programs at Listen and Talk.
- Other duties as assigned.

Supervisory Responsibilities: This position does not have supervisory responsibilities.

Listen and Talk is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

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, and/or ability required.



Job Description Educational Assistant

Education/Experience: Associate's degree (A.A.) or equivalent from two-year college or technical school in Speech and Hearing, Child Development and/or Early Childhood Education; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Skills and Abilities: Excellent interpersonal skills and proven ability to connect well with others including: students, teachers, coworkers and families; creativity and passion for learning; a positive attitude; working knowledge of Microsoft Word.

Language Skills: Ability to read and interpret documents such as rules, instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of families and coworkers.

Physical Demands and Work Environment: The physical demands and work environment described below represent the activities and surroundings of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed in a school environment and to perform the job, the employee is frequently required to talk, hear, stand, walk, stoop, climb, balance, kneel, bend, crouch, crawl, and reach with hands and arms. The employee will be required to carry children and materials weighing up to 40 pounds on an occasional basis. The employee is frequently required to talk and hear on the telephone and in person with individuals and groups. The employee is required to read and respond to documents in hard copy and electronic form.