



## Job Description Educational Assistant

**Job Title:** Educational Assistant

**Hours:** Full Time (8 hours/work day)

**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

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### Equal Opportunity Employer and Equity

Listen and Talk is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age (40 or older), disability, or protected veteran status. We are committed to providing reasonable accommodations to applicants and employees with disabilities and for sincerely held religious beliefs, observances, and practices.

Additionally, [click here to read more about our equity commitments](#).

**Summary:** The educational assistant (EA) is an essential partner in Listen and Talk's Blended Classroom Program providing active support that builds an emotionally responsive, safe, healthy, and developmentally appropriate learning environment. With coaching, collaboration, and supervision from a certificated teacher, EAs provide one-to-one support and lead small group activities aligned with the educational needs of the students. EAs will also act as a substitute EA or substitute teacher when needed. Team members in the EA role will have a regular work location at Listen and Talk's Kirkland or Seattle campus, and you are expected to support teaching teams at both locations in response to staffing needs. *Any changes in work location are confirmed 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.
- Use Listening and Spoken Language Strategies identified as needed during collaboration and coaching from the lead teacher.
- 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).
- Collaborate with team members and other programs at Listen and Talk.
- Other duties as assigned.

**Supervisory Responsibilities:** This position does not have supervisory responsibilities.

**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.

**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.