



Position: Educator I
Title: Assistant Teacher

General Information

Created in 2009, the Norris and Dorothy Haring Center for Research and Training in Inclusive Education grew out of 40 years of groundbreaking work in special education at the Experimental Education Unit. At the Haring Center, families, researchers, and students work closely on their shared mission of providing high quality inclusive early learning services for children with and without disabilities, for children of many social, economic, cultural, ideological, racial and ethnic backgrounds, and for their families. The Haring Center is proud to be a leader in developing, implementing, evaluating, and disseminating strategies to help children of all abilities and backgrounds succeed, all teachers to be effective, and all caregivers feel confident and competent. The Haring Center's commitment to inclusion leads us to invest in recruiting colleagues who demonstrate experience with, knowledge of, and sensitivity to the needs of culturally and linguistically diverse populations and centering the voices of those from marginalized communities.

The Experimental Education Unit (EEU) at the Haring Center is a comprehensive early childhood center providing inclusive educational services for families and children with and without disabilities from birth through kindergarten. ***We are committed to creating a more inclusive world by being life-long learners, celebrating diversity, focusing on children and their families, & bringing joy to our community.*** We believe that an inclusive and equitable community can only be achieved by addressing ongoing inequities in access, service delivery, and outcomes. Services are provided to children and families through a transdisciplinary approach characterized by collaboration in which professionals share their discipline specific information and skills with other members of the team including the family. This position reports directly to the head teacher in the classroom at the Experimental Education Unit.

Essential Duties and Responsibilities include:

Assist the Head Teacher with preparation, supervision and facilitation of activities for children with and without disabilities

- Maintain regular attendance;
- Maintain professional conduct and attire;
- Assist with preparation and help maintain physical environment of the classroom;
- Coordinate arrival and departure of children;
- Supervise children throughout the classroom routine;
- Participate in classroom team and planning meetings;
- Complete all paperwork and administrative tasks including, but not limited to:
 - Student Attendance;
 - Meal Count Record Keeping;
 - Maintaining student files;
 - Assist with IFSP/IEP updates and progress reports
- Follow all instructional and behavior plans;
- Facilitate/lead small and large group activities;
- Monitor students during lunch and recess;
- Provide support/back-up during small and large group activities;
- Contribute to classroom portfolio assessments and assist in maintaining classroom data collection systems;
- Assist with IFSP/IEP updates and progress reports;
- Assist with end of the quarter and end of the year classroom tasks and student transition activities;
- Participate in EEU staff training.

Project DATA Duties and Responsibilities include:

- Provide research-based specialized instruction to address the goals contained within each child's IEP;
- Maintain accurate and complete records and reports;
- Develop instructional programs;
- Follow the recommendations and guidelines from *The DATA Model for Teaching Preschoolers with Autism, 2017 (Schwartz, Ashmun, McBride, Scott & Sandall)*

Infant Toddler Program Duties and Responsibilities include:

- Conduct educational programs for families and individual home/center visits;
- Participate in initial evaluations as part of the team to determine eligibility for Part C services;
- Assist families in accessing early intervention services and other needed services.

Kindergarten Duties and Responsibilities include:

- Meet all Seattle School District requirements for children receiving special education services;
- Implement the general education academic and non-academic curriculum that aligns with district and state standards;
- Participate in WA Kids;

Preschool Duties and Responsibilities include:

- Meet all ECEAP (Early Childhood Education and Assistance Program) requirements;
- Meet all SPP (Seattle Preschool Program) requirements (*Full Day Classrooms Only*);
- Meet all Seattle School District requirements for children receiving special education services;
- Implement the Creative Curriculum;
- Accurately utilize Teaching Strategies Gold as the primary form of progress monitoring;
- Maintain practices, procedures and methods consistent with expectations for Early Achievers;

Requirements:

- High school graduation or equivalent
- Proof of citizenship and employment eligibility.

Desirable qualifications:

- Experience teaching children with and without disabilities;
- Seek feedback and utilize suggestions to improve performance

Notes:

[The University of Washington is an equal opportunity, affirmative action employer.](#) To request disability accommodation in the application process, contact the Disability Services Office at 206.543.6450 / 206.543.6452 (tty) or dso@u.washington.edu.