

# Hamlin Robinson School

WHERE LEARNING HAS NO LIMITS

## WHO WE ARE

The mission of Hamlin Robinson School (HRS) is to ignite the academic and creative potential of students with dyslexia and other language-based learning differences. Since its founding in 1983, HRS stands as the only school in the state of Washington exclusively serving the unique academic and social/emotional needs of students with dyslexia. It is our vision for students who struggle in traditional settings to experience the classroom as a welcoming and safe place for learning.

## OUR STORY

Hamlin Robinson School has been at the forefront of serving students with dyslexia and other language-based learning differences for 40 years. Our purpose is to fill an unaddressed gap in the K-12 education system failing to adequately address the learning needs of up to 20% of the student population – those with dyslexia and unexplained reading challenges.

Our program is in high demand because of our reputation and record of success with students who learn differently, and our specially trained faculty who teach students accordingly. HRS utilizes the most effective known method of whole-class literacy instruction, which is a comprehensive, multi-sensory approach adaptive to the full curriculum of the school. Most importantly, students learn in the way suiting their needs. For many, HRS is the first place they experience success, confidence, and a sense of belonging in school.

Hamlin Robinson School values diversity and welcomes the unique contributions of people from all backgrounds regardless of ethnicity/race, gender, socio-economic status, learning style, physical ability, religion, sexual orientation, and any other aspect of their identity. Please view our Equity Statement and full Non-Discrimination Policy on the HRS [homepage](#).

## WHO YOU ARE

- You are collaborative, resilient, flexible, diplomatic, confident, patient, and possess a sense of humor and professional presence.
- You have experience working with children, knowledge about child development, and possess strong conflict resolution skills.
- You have a bachelor's degree.
- You possess the skills and knowledge to use Microsoft Office 365. Experience in technology classrooms or tech support is a plus.
- You take initiative, demonstrate flexibility and possess a willingness to learn.
- You can work collaboratively and independently with various levels of a school environment.
- You have excellent communication skills.
- You have a desire and ability to work with children with learning differences.
- You love to innovate, connect with community, and build relationships.

## THE JOB

**Position:** Program Aide  
**Department:** Administration  
**Reports to:** Director of Auxiliary Programs + Summer Camp  
**Job Classification:** Full time, 12-month non-exempt

## RESPONSIBILITIES

- Supervise students during morning drop-off, recess, lunch periods, assemblies, after-school program, bus loading and other school activities.
- Supervise students during Afternoon Extended Day and other after-school programs.
- Collaborate with the after-school programs team to help prepare weekly and daily lesson plans and activities.
- Supervise the sign-out and release of students to parents/caregivers.
- Lead after school games, activities, and projects with students.
- Support administrative staff in maintaining school equipment and environment.
- Assist during teacher absences and provide instructional support as needed.
- Maintain a positive attitude and connect well with students and families amid challenges and learning obstacles.
- Answer phone calls and step in to cover and manage the Front Desk.
- Assist with clerical/administrative tasks as needed.
- Attend and participate in school events.
- Prepare rooms/assembly areas for special projects, activities, and events.

## COMPENSATION & BENEFITS

**Salary:** \$21.00 - \$25.00 per hour

**Position Classification:** Non-Exempt

**Benefits:** Medical, Dental, Vision, 403b (up to 7% employer match), life insurance, pet insurance, and long-term disability.

## HOW TO APPLY

Please submit a Resume and Cover Letter to:

Nathalie Curtis, Director of Auxiliary Programs + Summer Camp

Hamlin Robinson School

Email: [jobs@hamlinrobinson.org](mailto:jobs@hamlinrobinson.org) with "Program Aide" in the subject line.