



ALVERNO COLLEGE
ESTABLISHED 1887

Student Employee Job Description

Position Title: Teacher Assistant

Date: 11/2018

Department: Early Learning Center

Status: Student Employment

Reports To: Manager/ Program Coordinator

Primary Function :

You are accountable to the teachers you are assigned with and the administration. You need to work in accordance with the policies and procedures of Alverno's Early Learning Center.

Principal Responsibilities

1. Interact with the children/help children with conflict resolutions
2. Be reliable and on time
3. Must be able to maintain confidentiality
4. Consistently use any of the Alverno eight abilities whenever applicable (communication, analysis, problem solving, valuing, social interaction, developing a global perspective, effective citizenship, and aesthetic engagement) to perform work.
5. Comply with safety procedures and maintain clean and orderly work areas.
6. Perform other tasks as necessary to support the mission of the College.

Qualifications

1. Must be a currently registered Alverno student. Must meet Financial Aid Satisfactory Academic Progress requirements.
2. Must have completed or be enrolled in Life Span and Development or completed Assistant Childcare Teacher course
3. Must commit to a minimum of 10 hours per week

4. Priority goes to students who are available to work 7:30-9/ 11:00 to 1 and or 3:30-5:30.

Working Conditions

Typical Childcare center environment

Exposure to outdoor weather condition

Exposure to cleaning solutions

Notes

- Pay rate determined by Financial Aid
- Length of employment is based on job availability, funding and employee performance. Start and End Dates of position to be determined.
- Performance evaluations are determined by the department. Please contact the supervisor for more information.

Application Directions:

All applicants must upload a resume when completing the online application

Ready to apply? Click [HERE](#) to complete your application.