

**Alverno College**  
**Student Employee Job Description**

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**Position Title:** Early Learning Center Teacher Assistant

**Date:** July, 2021

**Department:** Early Learning Center

**Status:** Student Employment

**Reports To:** Manager/Assistant Manager

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| <p><b><u>Primary Function:</u></b> Assist teachers with daily duties such as feeding, diapering, cleaning and supervision of children ages 6 weeks through 6 years. Interact with children individually or in small groups.</p> |
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**Principal Responsibilities**

1. Understands and supports the mission and standards of the Early Learning Center.
2. Abides by licensing rules and national accreditation standards.
3. Under the direction of classroom teachers, insure the safety of children, both indoors and outside.
4. Assist teachers in meeting the physical needs of the children.
5. Interact with and guide children in a developmentally appropriate manner.
6. Assist in center housekeeping tasks.
7. 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.
8. Comply with safety procedures and maintain clean and orderly work areas.
9. 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. Must carry a minimum of 6 credits
2. Must pass a criminal background check and a TB test
3. General health and mobility and the ability to lift 25 pounds
4. Must be willing to work a minimum of 12 hours per week.
5. Completion of DCF approved entry level course (Introduction to the Childcare Profession) or Alverno Life Span and Development a plus.

**Working Conditions**

Typical childcare environment. Exposure to outdoor weather conditions. Exposure to cleaning solutions.

**Notes**

- 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.