

**Alverno College
Non-Exempt Student Position Description**

Position Title: Early Learning Center Teaching Assistant

Date: August, 2014

Department: Early Learning Center

Status: Student Employment

Reports To (See posting for details): Manager/Program Coordinator

<p><u>Primary Function:</u> Assist teachers with daily duties such as feeding, diapering, cleaning and supervision of children ages 6 weeks through 5 years. Interact with children in small groups or individually.</p>

Principal Responsibilities

1. Understands and supports the mission and standards of the Early Learning Center.
2. Abides by DCF licensing rules and NAC standards.
3. Keeps information on children and families confidential.
4. Under the direction of classroom teachers, ensure the safety of children in the classroom and on the playground.
5. Assist teachers in meeting the physical needs of the children.
6. Interact with and guide children in an age appropriate manner.
7. Assist in center housekeeping responsibilities.
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 current registered Alverno student. Must meet Financial Aid Satisfactory Academic Progress requirements. Must carry a minimum of 6 credits.
2. Must pass criminal background check.
3. General health and mobility, including the physical ability to lift 25 pounds.
4. Completion of DCF approved entry level certification class is a plus.(Introduction to the childcare profession)

Working Conditions

1. Typical childcare environment
2. Exposure to outdoor weather conditions
3. 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.