

**Alverno College
Student Employee Job Description**

Position Title: Teacher Assistant

Date: 01/2021

Department: Early Learning Center

Status: Student

Reports To: Manager/Program Coordinator
Kathleen.moosavi@alverno.edu

Email Contact:

<p><u>Primary Function:</u> 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</p>

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. Be responsible for the general upkeep and cleaning of the room
5. Help with lunchtime, naptime and work time
6. 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.
7. Comply with safety procedures and maintain clean and orderly work areas.
8. Perform other tasks as necessary to support the mission of the College.
9. Demonstrates competency, good judgment, and self-control in the presence of children and when performing assigned responsibilities.
10. Relate to children with courtesy, respect, acceptance and patience.

Qualifications

1. Must be a currently registered Alverno student. Must meet Financial Aid Satisfactory Academic Progress requirements.
2. Must be enrolled in or completed Life Span and Development Class or have Assistant Childcare teacher class.
3. Must commit to a minimum of 10 hours per week. Priority goes to students who are available during hours of 7:30-9 / 11:30-1/and/ or 3:30 5:30

Working Conditions

Typical Childcare center environment / Exposure to outdoor weather conditions / 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.
- Click [HERE](#) to complete your application