



FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Child Study Center

JOB TITLE: ECE Teacher Assistant

BUILDING/CAMPUS: Child Study Center

ESSENTIAL FUNCTIONS AND DUTIES:

- Sanitizing toys and equipment,
- Prepare and serve breakfast, lunch, and snacks daily
- Participate in program activities
- Prepare and help manage materials for daily activities.
- Assist in setting up and maintaining a safe, clean, and organized classroom.
- Support smooth transitions between activities and routines.
- Help supervise children to ensure their safety indoors and outdoors.
- Assist in promoting self-help skills such as eating, toileting, and dressing (age-appropriate).
- Participate in group activities such as circle time, small group learning, and outdoor play.

ABILITIES/SKILLS/DESIRABLE KNOWLEDGE REQUIRED:

- Familiarity with health and safety practices in the classroom.
- Ability to engage positively with young children in a nurturing, respectful manner.
- Observation skills to notice children's interests, needs, and behaviors.
- Collaboration skills to work as part of a teaching team.
- Knowledge of child development and how young children learn through play.

Estimated Hours needed:

- M: 8:30-3:00 TU: 8:30-3:00 W: 8:30-3:00 TH: 8:30-3:00 F: 8:30-3:00

Will the student have access to or handle confidential records or information? Yes ☐ No ☐

If 'Yes', the student will be required to pass a Live Scan background check.

Note: Positions that require access to or handle confidential records/information will be reviewed by the Dean of Enrollment Services.

STUDENT'S SUPERVISOR: Angelina Susmani

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STUDENT'S ALTERNATE SUPERVISOR: Ruthie Reeder

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HOW TO APPLY: *If you wish to apply for this position, please email the supervisor listed above and attach the following: **Cover Letter, Resume and Proof of FWS award (may be obtained from the financial aid dashboard in your MyCOM portal).***