



Summer Student Teachers' Assistant *Child Development Center*

Summer 2024

Duties/Responsibilities:

Some of the duties that Student Teachers' Assistants regularly perform are (though not an exhaustive list):

- Setting out toys/materials/equipment, as directed by Lead Teachers
- Preparing classroom materials, as directed by Lead Teachers
- Assisting in the preparation of snacks and meals, serving snacks and meals to the children
- Cleaning the kitchen and washing dishes after snacks and meals
- Laying out and/or putting away nap mats, nap sheets and blankets
- Sweeping floors and wiping down tables (and possibly other cleaning duties)
- Interacting with and assisting children

Qualifications:

- Work Study students are given priority for positions (exception: if we cannot fill shifts with Work Study students, we may accommodate non-Work Study students)
- Must be willing to perform assigned duties and assist, as needed
- Must dress appropriately for the role – modest, non-revealing clothing; comfortable clothing and shoes that can get wet and/or dirty.
- Must be punctual, reliable, dependable – must consistently show up for work shifts, on time
- Must be able to communicate appropriately and effectively with staff and children
- Must complete Live Scan criminal record background check process and achieve clearance from the DOJ and FBI
- Must complete a Health Screening to confirm health status and ability to perform the assigned duties
- Must present proof of a negative Tuberculosis (TB) test (from within last year)
- Must present proof of immunizations for: Measles, Pertussis and Influenza (from within last year)
- Must have registered proof of vaccination for COVID-19 in the Oxy reporting system
- Previous experience working with young children is highly preferred

Start date: June 24, 2024

End date: August 23, 2024

Work Schedule: 11:00 a.m. to 2:00 p.m.

Hours Per Week: 15 hours per week

Starting pay rate: Minimum Wage - \$16.78 until June 30; \$17.28 as of July 1, 2024

To apply, please submit student employment [application](mailto:LDrew@oxy.edu) to LDrew@oxy.edu

