Student Teachers’ Assistant
Child Development Center

Fall 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)
• Previous experience working with young children is highly preferred

Start date: August 26, 2024
End date: December 17, 2024
Work Schedule: Tuesdays and Thursdays 1:00 – 2:00 p.m. and/or 2:30 – 3:30 p.m.
Hours Per Week: 1-2
Starting pay rate: $17.28 per hour

To apply, please submit student employment application to LDrew@oxy.edu