

Job title:	<i>Early Childhood Assistant</i>
Classification of Position:	<i>Federal Work Study, part-time, temporary</i>
Reports to:	<i>Early Childhood Education Lab Administrator</i>
Employment Dates:	<i>Fall 2022/Spring 2023</i>
Pay Rate:	<i>\$10.00 per hour</i>

Job purpose

- The mission of the SCC Child Development Center is to provide exemplary early childhood education for the children of students, staff and faculty of SCC and the surrounding community by offering a model program tailored to ensure the quality of a child's daily experiences while building a foundation for future learning. The Early Childhood Assistant will help to provide support to the Administrator by participating in various activities of the lab as well as serving as a reading tutor for children who are preschool age.

Duties and responsibilities

- Participate in training provided by Administrator or designated staff in the instructional practices used by SCC.
- Promote literacy activities by serving as a reading tutor.
- Assist teachers in daily routines and activities.
- Assist children in selecting activities, toileting, washing hands, picking up and storing toys.
- Clean and disinfect cots, chairs, tables after eating and playing with toys daily.
- Remain alert at all times to possible safety hazards for children and staff.
- Speak to children in a nurturing, warm, friendly and positive manner. Always using good grammar and positive guidance techniques as instructed.
- Greet visitors as they enter the lab in friendly and welcoming manner and assist as requested/needed.
- Run errands such as making copies, picking up copies, etc.
- Other duties as assigned by Supervisor.

Qualifications

- Student must be eligible for the Federal Work Study program as determined through the Free Application for Federal Student Aid (or FAFSA).
- Student must be enrolled in at least half-time (6 credit hours) during the semester of employment.
- Student must maintain satisfactory academic progress (SAP) which is at minimum a 67% completion rate and 2.0 grade point average (GPA)
- Prefer student that is enrolled in the Early Childhood Education program, but not required.

Working conditions

The SCC Child Development Center is located in Building H, and is open daily between the hours of 7:30am-5pm (M-Th) and 7:30am-3pm on Fridays. Work hours will be within this time period.

Physical requirements

Federal Work Study student may be required to sit or stand for brief to extended periods of time.

Evaluation Procedures and Schedule

Federal Work Study student should be evaluated by their Supervisor prior to the end of each semester of employment.

Federal Work Study Student Name

Federal Work Study Student Signature

Date

Supervisor Name

Supervisor Signature

Date

Approved by:	
Date approved:	
Reviewed:	