



**FEDERAL WORK STUDY
ON-CAMPUS EMPLOYMENT
2018-2019 AWARD YEAR**

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| 1. Name of the position: |
| Child Development Center Teacher's Aide |
| 2. Supervisor and department name: |
| Jennifer Patrick, Child Development Center |
| 3. Contact number: |
| (916) 691-7380 |
| 4. Location/room number: |
| Child Development Center |
| 5. Number of positions available: |
| 4 |
| 6. Please describe the job duties: |
| Assist classroom teachers with general classroom duties including but not limited to meal preparation, classroom set up and maintenance, yard set up and maintenance, cleaning toys and supplies, replenishing classroom supplies, laundry, dishwashing. Assist classroom teachers with the preparation and implementation of classroom activities as directed. Overall attention to the needs of the children and classroom. Other duties as assigned. |
| 7. Any specific job requirements or skills preferred (e.g. computer, filing, GPA, coursework): |
| Experience with children or in Early Childhood Education courses is preferred but not required. Offers of employment are contingent on applicant having a negative TB test and passing a fingerprint clearance with background check. Must show proof of immunization against pertussis and measles and be in good health. Must have an influenza vaccine between August and December each year or sign a waiver. |
| 8. List days/hours needed, unless it's flexible: |
| Flexible 12 – 16 hours per week |
| Please submit the application to the Child Development Center department via: Email to patricj@crc.losrios.edu or in person to the front desk at the Child Development Center. Include the following documents with your application: Printout of eServices message indicating your eligibility for Federal Work Study, eServices printout of your class schedule, unofficial transcripts, and resume. |