

ASI Children's Center
Student Assistant I

SUMMARY: The Student Assistant I works under the supervision of the program Teacher, Fellowship Teacher, or Student Assistant III or SA II to provide direct care and supervision of children from birth through kindergarten in a classroom setting (never left alone with children).

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Read, understand, and implement the philosophy and information contained in the ASI Children's Center Student Handbook, Training manual, and the ASI Policy Manual. Adhere to all health and safety policies and procedures.
2. Actively participate in mandatory training meetings and implement the information into the classroom.
3. Assist teachers with children in routine activities such as meals, naps, diapering, and toileting and document those activities.
4. Positively interact with children during both indoor and outdoor activities, facilitating children's developmental needs.
5. Encourage children to take some responsibility for equipment, materials, and the clean-up of activity centers.
6. Positively interact with families, children, staff, and center clients by providing excellent customer service.
7. Assist with the preparation and maintenance of the environment and set-up/clean-up of daily activities.
8. Participate in observations and documentation of information for Developmental Profiles/Child Assessments.
9. Participate in teacher-student performance review at the end of each semester.

CORE COMPETENCIES

- Exceptional customer service skills
- Must enjoy interacting with children and be willing to learn from mentors.
- Ability to communicate effectively
- Good analytical and problem-solving skills
- Ability to follow oral and written instructions

PAY RATES AND MINIMUM QUALIFICATIONS

SA IA- \$11.00/hr. No Experience/Entry Level

- Cleared Criminal Background
- Current Health Screening (lifting up to 50 lbs., ability to stand 4 to 6 hrs., bend and squat)
- Updated Immunizations TB (PPD), Measles (MMR), Whooping Cough (DPT)
- Attend mandatory Monday night training meetings

SAIB- \$11.10/hr. Entry Level with some experience or college units

- Completion of 6 college units of Child Development/ECE with a C or better grade

OR

- One semester worked with a completed satisfactory performance evaluation in the ASI Children's Center with eligibility of continued employment.

AND

- Cleared Criminal Background
- Current Health Screening (lifting up to 50 lbs., ability to stand 4 to 6 hrs., bend and squat)
- Updated Immunizations TB (PPD), Measles (MMR), Whooping Cough (DPT)
- Attend mandatory Monday night training meetings

SAIC- \$11.20/hr. Entry Level with some experience or college units

- Completion of 9 college units of Child Development or ECE with a C or better grade

OR

- Three semesters worked with a completed satisfactory performance evaluation in the ASI Children's Center and eligibility for continued employment

AND

- Cleared Criminal Background
- Current Health Screening (lifting up to 50 lbs., ability to stand 4 to 6 hrs., bend and squat.)
- Updated Immunizations TB (PPD), Measles (MMR), Whooping Cough (DPT)
- Attend mandatory Monday night training meetings

SAID- \$11.30/hr. Entry Level with some experience or college units.

- Completion of 9 college units of Child Development or ECE with a C or better grade and completed one semester with satisfactory performance evaluation in the ASI Children's Center.

OR

- Five semesters worked with a completed satisfactory performance evaluation in the ASI Children's Center and eligibility for continued employment

AND

- Cleared Criminal Background
- Current Health Screening (lifting up to 50 lbs., ability to stand 4 to 6 hrs., bend and squat)
- Updated Immunizations TB (PPD), Measles (MMR), Whooping Cough (DPT)
- Attend mandatory Monday night training meetings

PREFERRED QUALIFICATIONS

- Experience working with children
- Child Development Permit at the Assistant Level
- Child/Adult CPR and/or First Aid Certifications

BACKGROUND CHECK

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with Associated Students, Inc. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Associated Students, Inc. employees who apply for the position.