

ASI Children's Center **Classroom Student Assistant II**

SUMMARY: The Student Assistant II works under the supervision of the program Teacher, Student Assistant III and Fellowship Teacher. May be left alone with children and supervise the classroom with own authority for brief periods. May guide and supervise other Student Assistant IA, IB, IC, and/or ID if their supervisor is not immediately present. In general, works with less supervision.

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.
10. Remains alert to total group/classroom activity and takes action to notify supervising teacher when necessary.
11. Willing to take over the program in the absence of a supervising Teacher, Student Assistant III or Fellowship Teacher.

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 IIA - \$11.55/hr. Entry Level with Experience and College Units

- Child Development Associate Teacher Permit
- Infant/Child/Adult CPR
- Two semesters of previous employment or fieldwork with children under 6 years of age
- 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
- Infant/Child/Adult CPR and First Aid

SAIIB - \$11.70/hr. Entry Level with Experience and College Units

- Child Development Associate Teacher Permit
- Infant/Child/Adult CPR
- Two semesters of previous early childhood field/work and at least one semester of previous experience at the ASI Children's Center
- 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

SAIIC- \$11.75/hr. Entry Level with Experience and College Units

- Two semesters' previous experience in the ASI Children's Center in a Student Assistant III position
- Child Development Associate Teacher Permit
- Infant/Child/Adult CPR

- Two semesters of previous early childhood field/work and at least one semester of previous experience at the
- ASI Children's Center
- 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

- First Aid Certification

How to Apply: Please submit an application online at <https://748.dayforcehcm.com/CandidatePortal/en-US/asi/>.

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.

Associated Students is a nonprofit corporation and an auxiliary organization of California State University, Sacramento providing a wide range of programs and services to the students of CSUS. Therefore, ASI employees are not state employees.

Associated Students is an Equal Opportunity employer. www.asi.csus.edu. Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Statement