

ASI Children's Center Classroom Student Assistant III

SUMMARY: Under the direct supervision of the program Directors, Teachers, and Fellowship Teacher. Has the authority to supervise and direct Student Assistants I and II, fieldwork students, and volunteers. Works independently from classroom Teacher daily running a classroom of children.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. All responsibilities listed for Classroom Assistant I and II.
2. Oversee the operation of the classroom during teacher's absence.
3. Supervise student assistants, fieldwork students, and volunteers.
4. Willingness to supervise other classrooms if needed.
5. Assist with planning the curriculum and environment arrangement.
6. Keeps staff and supervisors informed of classroom needs.
7. Assist teacher with training meetings.
8. Assist teacher with student evaluations, newsletters, completing DRDPs, completing environmental rating scales,
9. Conducting parent conferences and individual meetings with students, fieldwork students, and volunteers.
10. Continue professional growth, attendance of leadership meetings, and outside trainings.

CORE COMPETENCIES

- Exceptional customer service skills
- Must enjoy interacting with children and be a mentor and role model for college students.
- Ability to communicate effectively
- Good analytical and problem-solving skills
- Ability to follow oral and written instructions
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PAY RATES AND MINIMUM QUALIFICATIONS

SALIIIA- \$11.95/hr. plus part-time benefits (vacation, holiday, sick, personal leave are contingent upon a full academic year commitment and a work schedule of no less than 21 hours weekly).

- Child Development Associate Teacher Permit
- Current Pediatric First Aid and CPR
- 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
- Attendance of Mandatory Leadership meetings
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SALIIIB- \$12.20/hr. plus part-time benefits (vacation, holiday, sick, personal leave are contingent upon a full academic year commitment and a work schedule of no less than 21 hours weekly).

- Two semester worked in a Student Assistant III position. Eligible for rehire and continued employment as a Student Assistant III.
- Child Development Associate Teacher Permit
- Current Pediatric First Aid and CPR
- 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
- Attendance of Mandatory Leadership meetings

SALIIIC- \$12.50/hr. plus part-time benefits (vacation, holiday, sick, personal leave are contingent upon a full academic year commitment and a work schedule of no less than 21 hours weekly).

- Four semesters worked in a Student Assistant III position. Eligible for rehire and continued employment as a Student Assistant III.
- Child Development Associate Teacher Permit
- Current Pediatric First Aid and CPR
- 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
- Attendance of Mandatory Leadership meetings

PREFERRED QUALIFICATIONS

- Availability to work 5 days a week, opening/closing shifts and all day Fridays to supervise the classroom for teacher meetings
- Experience working with children
- Three semesters of previous early childhood experience (one worked at the ASI Children's Center)

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