ASI Children’s Center
Classroom Student Assistant I

Job Description
One semester commitment required.

IA. Requirements:  Current Physical and T.B clearance
Fingerprint Clearance
No previous experience
Available to attend training meetings
Wage: $9.00 per hour

IB. Requirements:  6 units of Early Childhood Education.
Current Physical and T.B clearance
Fingerprint Clearance
No previous experience
Available to attend training meetings
  OR
One semester work in the ASI Children’s Center and eligibility for
continued employment.
Wage: $9.10 per hour

IC. Requirements:  9 units of Early Childhood Education
Current Physical and T.B clearance
Fingerprint Clearance
No previous experience
Available to attend training meetings
  OR
Three semesters work in the ASI Children’s Center and eligibility
for continued employment.
Wage: $9.20 per hour

ID. Requirements:  9 units of Early Childhood Education
Three semesters of Early Childhood field/work experience
Current Physical and T.B clearance
Fingerprint Clearance
Available to attend training meetings
  OR
Five semesters work in the ASI Children’s Center and eligibility
for continued employment.
Wage: $9.30 per hour

(Revised 4/14) wages effective 7/1/14
Supervision: Under direct supervision of the program Teacher, Student Assistant II or III, or Fellowship Teacher.

Responsibilities for Student Assistant IA, IB, IC, and ID:

1. Read, understand, and implement the philosophy and information contained in the ASI Children’s Center Student Handbook and ASI Policy Manual.

2. Participate in the 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.

4. Assist teachers with documenting children’s meals, naps, diapering/toileting, and daily activities.

5. Positively interact with children during both indoor and outdoor activities.

6. Encourage children to take some responsibility for equipment, materials, and the clean-up of activity centers.

7. Positively interact with parents, peers, volunteers, and auxiliary staff.

8. Assist with the preparation of activities and the set-up and clean-up of the center environments.


10. Participate in teacher-student performance review at the end of each semester.

(Revised 4/14) wages effective 7/1/14