



## **JOB DESCRIPTION: SC Learning Center**

**Name of Position:** Student Worker for SC Learning Center.

**Department:** Education

**Campus Location:** 120 W 12<sup>th</sup> Ave (off campus at the preschool)

**Supervisor:** Kristi Perkins

**Length of Contract:** *Academic year 2016-2017*

**Pay Rate:** Minimum Wage

**Job Purpose:** The purpose of the student workers is to assist children in a preschool setting. Students will perform tasks to keep the preschool students safe, while assisting in their learning.

### **Job Responsibilities:**

- Keep the Center safe and clean at all times.
- Assist the Lead Teacher at all times.
- Monitor the children at all times and keep them safe.
- Aid in helping the children learn about the topic for the week.
- Greet parents and answer any questions about the child's day

### **Qualifications:**

- Experience preferred
- Familiarity working with children.
- Excellent communication skills and detail oriented.
- The ability to handle confidential matters and to be professional.
- Ability to work well with others.
- Willingness to tackle new projects.
- Ability to work between 15 – 20 hours per week
- Flexible schedule (if required).
- Travel to sites via your own transportation

### **Skill Development Areas:**

- *Listening, Customer Service, Time Management, Multitasking, Communication, Student Learning.*

**Evaluation:** *The student will be evaluated each month. After they are evaluated they will be trained on the areas that need some help.*