



JOB DESCRIPTION: SC Learning Center

Name of Position: Student Worker for SC Learning Center.

Department: Education

Campus Location: 120 W 12th Ave (off campus at the preschool)

Supervisor: Alexis Meyers

Length of Contract: *Academic year (2022 – 2023)*

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.*