

Student Worker Position Request Form

FWS Student Worker (Child Development Center - Main)

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(See information below)

Positions are Monday through Friday:

Morning Preschool Session 8:00 am-12:00 pm; or

Afternoon Preschool Session 12:00 pm-4:00 pm Monday through Friday

Level I: Beginning level – no experience/units necessary. Possession of a high school diploma or equivalent, at least 18 years of age, Ability to understand and follow oral and written instructions and work cooperatively as a team, Ability to maintain a positive attitude, patience, and a genuine interest in working with children, and the ability to lift 45 pounds.

Level II: Intermediate level – no experience necessary, completion of 9 units of ECE course work including at least 2 Core Courses necessary for Associate Teacher Permit and the above.

Level III: Advanced level – Qualified for or possession of CA Child Development Associate Teacher Permit and the above

Level IV: Proficient- Qualified for or possession of CA Child Development Teacher Permit, and the above

Students will learn how a Child Development Center functions; how to observe children, document level of development and plan curriculum, based on needs/interests of children. Under the master teacher's supervision, student workers will assume responsibilities necessary to earn experience hours required to obtain CA Children's Center Permits. (see job description for specifics)

Students make steady progress toward their degree as Student Workers are required to maintain enrollment in a minimum of 9 units each semester they are working as Student Workers. Students earn while they learn, which provides them with the experience hours necessary to obtain State Required Children's Center Permits which readies them for immediate employment when they leave the college.

**HARTNELL COMMUNITY COLLEGE DISTRICT
CHILD DEVELOPMENT CENTER
Student Worker I - IV**

Classification: Federal Work-Study Program (FWS)

Hourly Rate: I \$14.00 (Meets minimum qualifications)

II \$14.50 (Completion of 9 units of ECE/CD including at least two core courses)

III \$15.00 (Qualified for or possession of a valid Child Development Assoc. Teacher Permit)

IV \$16.00 (Qualified for or possession of a valid Child Development Teacher Permit)

Work Year: 177 days, 4 hours per day

Definition: Under the supervision of the Program Director and/or Site Supervisor and guidance of the Teacher, works as a member of the teaching team in the preschool classroom by planning and implementing developmentally appropriate experiences for three through five year old children, assists in maintaining a clean, safe, and orderly physical environment.

Representative Duties:

- Complies with Hartnell College Board Policies and Administrative Regulations, State of California Title 5 and Title 22 codes, Child Development Center policies and procedures, accreditation standards, and other applicable regulations.
- Under the supervision of the Program Director/Site Supervisor and direction of the Teacher, provides activities and experiences designed for all areas of a child's development; physical,

emotional, social, and cognitive, through an integrated approach; Works under the direction of the teacher to observe and record children's functioning levels.

- Carries out routine housekeeping duties to assure a clean and safe environment; Prepares the environment for the children to learn through active exploration and interaction with adults, other children, and materials; Extends children's learning by asking open-ended questions and/or making suggestions that stimulate children's thinking.
- Cares for all aspects of children's personal needs; participates in and assists with snack preparation with children; Maintains accurate records.
- Meets regularly with teaching team and attends other meetings and in-service trainings.
- Communicates when appropriate with parents and shares child development knowledge, insights and resources as part of regular communication and conferences with family members under supervision of the Program Director/Site Supervisor and/or guidance of the teacher.
- Performs other job-related tasks as assigned.

Physical and Mental Characteristics: Physical, mental and emotional stamina to perform the duties and responsibilities of the position; Manual dexterity sufficient to write, use the telephone, and operate center equipment; Vision sufficient to read printed materials and to see at a distance. Hearing sufficient to conduct in person conversations with children and adults and telephone conversations; Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups; Physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead, and run; Physical mobility sufficient to move rapidly about the work environment on varied indoor and outdoor surfaces and respond to emergency situations; Physical strength sufficient to lift forty-five (45) pounds; Physical stamina sufficient to sit in a child's chair, squat at children's eye level for prolonged periods of time and to stand and walk for prolonged periods of time; Physical, mental, and emotional tolerance to be exposed to the noise generated by children in an enclosed environment; Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

Required Qualifications: To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Possession of a high school diploma, or its equivalent.
- At least 18 years of age.
- Ability to understand and follow oral and written instructions and work cooperatively with a team.
- Ability to maintain a positive attitude, patience and a genuine interest in working with children.
- Ability to lift 45 pounds.

Desirable Qualifications:

- Bilingual, Spanish/English
- Experience with preschool age children
- Completion with a grade of "C" or better of at least six semester units of college coursework in early childhood education or child development.

Drop off applications at the Hartnell Child Development Center 411 Central Avenue, Building M Salinas, CA 93901 or email: aadamson@hartnell.edu

OPEN UNTIL FILLED