



**Job Title:** Teacher Assistant

**Department/Office:** Early Childhood Learning Center

**Hours:** Up to 19 hours per week. At least 2 hour blocks of time open between 8 am and 5 pm. Variety of hours available. May be able to work around your class schedule.

**Pay:** \$8.00

**Position Summary:** The person selected for this position will be assisting in the general supervision of a group of up to 16 children, from birth-6 years.

**Requirements:**

- Degree-seeking student, enrolled in at least 6 credit hours at CC or a partnership institution.
- Good academic standing.
- Must be at least eighteen years of age or older.
- Good health as confirmed by a physician's statement.
- Proof of being free from tuberculosis.
- Consent to Central Registry Background check for child abuse/neglect and fingerprinting (CC policy & procedure)
- Other requirements as regulated by the licensing agency.

**Essential Job Duties:**

**Responsibilities will include, but will not be limited to, the following:**

1. Assist in the planning, supervision, and implementation of a developmentally appropriate program of children in accordance with the policies and philosophy of the center.
2. Assist in the planning and preparation of the learning environment, setting up centers, and preparing needed materials and supplies.
3. Assist in meeting the needs of individual children with concerns for their interests, disabilities, special talents, and individual style and pace of learning.
4. Consider individual children in relationship to their gender, cultural and socio-economic background.
5. Treat children with dignity and respect.
6. Help children to become aware of their roles as integral members of a group.
7. Become knowledgeable about good teaching practices and of child growth and development.
8. Maintain a safe, sanitary, and pleasant learning environment.
9. Demonstrate a general knowledge of nutrition, health, and first aid.
10. Assume an equal share of the joint housekeeping responsibilities of the staff.
11. Attend staff meetings as requested.
12. Participate in recommended training programs, conferences, courses, and other aspects of professional growth.

13. Supervise the classroom when the teacher is out of the room.
14. Maintain positive relationships with children, co-workers, students, and parents.
15. Assist in the ongoing evaluation of procedures needed to assess the development levels of the children and the effectiveness of the center.
16. Assist in public relation events sponsored by the center.
17. Communicate regularly with the lead teachers.
18. Assist the teachers in any other appropriate ways.

**Expectations:**

1. Love for children
2. Dependable
3. Maintain a neat and professional appearance
4. Take the initiative

**How to Apply:**

Stop by or email application

Name: Donna Sonesen, director

Address: Early Childhood Learning Center (on-campus, Josendal Rd.)

Phone: 307-268-2586

Email: [dsonesen@caspercollege.edu](mailto:dsonesen@caspercollege.edu)

- ✓ During the summer months please email application

**APPLICATION INSTRUCTIONS**

**Please complete application. Put an X on the schedule where you are UNABLE to work.**

This posting will be removed from the Casper College website within 24 hours of the application closure date. If you would like to extend your posting, please contact Ashlee Patricelli, 268-2089, [ashlee.patricelli@caspercollege.edu](mailto:ashlee.patricelli@caspercollege.edu)