



**Associated Students, San José State University  
Pre-K Assistant Teacher  
Child Development Center**

**Position Title:** Pre-K Teacher Assistant  
**Position Department:** Child Development Center  
**Status:** Part Time, Student Status  
**Pay Rate:** \$13.50 per hour, contingent on units and permit status

Click [here](#) to apply!

**POSITION PURPOSE**

Teacher Assistants assist the Head Teachers in the daily operation of the child development program in accordance with the operating policies and philosophy of the Center. Teacher Assistants have the authority to direct children using their own best judgment, acting within the policies of the Center and the guidelines of their assigned classroom.

California Licensing regulations require that Teacher Assistants with less than 12 units in ECE be within visual supervision of a fully-qualified Teacher (Title 22 Sec. 101216.2e). Teacher Assistants who possess a California Associate Teacher Permit (or higher) may be asked to substitute at times for a Head Teacher. In those instances the teacher-qualified TA will act as the Head Teacher and be responsible for the leadership and operation of the classroom and be responsible for the children and the other adults working in the classroom (i.e. volunteers, practicum students, ChAD 60 students). Responsibilities when substituting for a Head Teacher include attendance, food counts, planning and implementing classroom curriculum, maintaining proper classroom ratio and asking for additional help if needed, ensuring compliance with procedures for the safety of children and alerting the assistant director of illness of children in attendance.

**ASSOCIATED STUDENTS**

Associated Students (A.S.) represents the students of San José State University and speaks on their behalf for various policy making, academic and event planning decisions. Associated Students, SJSU is an independent non-profit corporation serving as an auxiliary and student government for San Jose State University.

**QUALIFICATIONS**

Enrolled student at San Jose State University as a Child Development major or minor with at least 6 Child Development credits, experience with young children, enthusiasm and energy directed toward a positive childcare experience. A graduated student who has been employed as a teacher assistant while enrolled at SJSU may be retained after graduation if continued employment meets the needs of the center. Must be age 18 years or older.

**TEACHING RESPONSIBILITIES**

- Assist Head Teachers in classroom and playground supervision.
- Assist children in routine activities such as eating or feeding, toileting or diapering, and napping.
- Assure proper care and use of equipment by the children.
- Set appropriate limits for children with positive guidance.
- Supervise nap time, rubbing backs or rocking as needed.
- Work with individual children under direction of Head Teacher: reading books, supervising table, floor, and yard activities.
- Assist head teacher in setting up classroom and playground activities.
- Take responsibility for assigned duties such as cleaning up classroom, bathroom, or kitchen, sanitizing toys, doing laundry or straightening the yard.
- Help with meal set-up and clean-up.
- Remain alert to total situation when working with one child.
- Listen to children with interest, answer questions and maintain a receptive attitude. Be receptive to physical, verbal and non-verbal cues.
- Refer parent questions to the Head Teacher.

## **ESSENTIAL FUNCTIONS**

- Able to observe, see, hear and respond to children's needs
- Able to lift 30 pounds from floor to a waist high table 10-15 times daily
- Able to reach a child 20-30 feet away within 30 seconds without danger to the staff person's health
- Able to crouch to child's height, maintain eye contact at child's level
- Able to determine cognitive, social, and physical needs of children
- Requires excellent verbal and written communication
- Able to handle the stress and tension that contact with many children and parents bring every day
- Able to perform movements which include grasping, touching, pushing and pulling, manual dexterity and eye-hand coordination
- Adult/Child/Infant CPR & First Aid Certification is a requirement of this position. You may take the class offered by the CDC at no cost to you or you may take a class elsewhere at your own expense

\*\*Teacher Assistant work hours are subject to change according to the needs of the program and limited to 20 hours per week. This is a student position and terminates upon your graduation or separation from SJSU.

## **GUIDELINES**

This position is non-exempt from the provisions of Section 1 of the California Industrial Welfare Commission Orders.

This position has been identified as a mandated reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a mandated reporter.

This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position within Associated Students. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Associated Students employees who apply for the position.

Associated Students is an equal opportunity employer and will consider all qualified applicants without any regard to race, color, national origin, ancestry, religion, creed, age, disability, medical condition, sex, sexual orientation, gender identity, genetic information, marital status, military and veteran status or any other basis protected by federal, state, or local laws. If you are an individual with a disability and require a reasonable accommodation to complete any part of the application process and/or need an alternative method of applying, please email [as-hr@sjsu.edu](mailto:as-hr@sjsu.edu). Associated Students hires only individuals lawfully authorized to work in the United States (Public Law 99-603).

## **APPLICATIONS**

Applicants must complete all components of the Associated Students application online. Please follow the link below and select your position of interest to initiate the online application.

## **DEADLINE**

Applications will be accepted until the positions are filled. Only complete applications will be considered.

Click [here](#) to apply!