



## Associated Students, San Jose State University Job Description

**Position Title:** Teacher Assistant, Pre-K  
**Position Department:** Child Development Center  
**FLSA Status:** Non-Exempt  
**Full/Part-Time:** Part-Time  
**Compensation:** \$15.45 per hour  
**Reports to:** Program Coordinator

Click [here](#) to apply!

### Associated Students Summary

Associated Students' (A.S.) mission is to support and represent the students of San José State University by continuing the organization's legacy of student advocacy and leadership; to enhance SJSU students' education through high quality programs and services; and to prepare students as they move towards a thoughtful and purposeful life after graduation.

A.S. is a non-profit auxiliary corporation serving the students of San Jose State University whose primary source of funding is from mandatory student body fees. A.S. Departments include the Cesar Chavez Community Action Center, Child Development Center, General Services Center, Human Resources, Information Technology, Events, Marketing, Print & Technology Center, Student Government, and Transportation Solutions.

### Position Summary

Teacher Assistants assist the Lead 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 substitute for a Lead Teacher. In those instances, the teacher-qualified TA will act as the Lead 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 Lead 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.

### Essential Functions

- Assist Lead 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.
- Assist children in problem solving and peer conflict.
- Model for children appropriate behaviors in the classroom.

- Self- initiate interactions with children by getting down on the child's level, asking open-ended questions or talking about what you see the child doing.
- Be respectful of and receptive to children by being aware of both their verbal and non-verbal cues.
- Support children and help guide their play.
- Supervise nap time, ensuring that children are on their nap mats and helping them to fall asleep as needed.
- Work with individual children under direction of Lead Teacher: reading books, supervising table, floor, and yard activities.
- Assist Lead Teacher in setting up classroom and playground activities.
- Take responsibility for assigned duties such as engaging children in activities, 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.
- Support other Teacher Assistants as needed
- Be warm and respectful of families' cultures and beliefs.
- Refer parent questions to the Lead Teacher.

### **Knowledge, Skills, and Abilities**

- 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

### **Work Environment, Hours and Physical Demands**

- 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
- This job operates in an office environment and routinely uses standard office equipment.
- Work hours are Monday through Friday, 7:15 AM – 5:30 PM. Occasional evening and weekend work may be required as job duties demand.
- Must be able to operate a computer, including a keyboard and mouse, and phone.
- Must be able to occasionally lift or carry office or event products or supplies, up to 40 pounds.

### **Other Duties**

- This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Activities, duties, or responsibilities may change at any time, with or without notice.

**Required or Preferred Education and Experience**

- 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.

**Notes to Applicants**

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 after a conditional offer of employment. Failure to satisfactorily complete the background check may affect a conditional offer of employment.

**Equal Employment Statement**

Associated Students provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. A.S. provides reasonable accommodations for applicants with disabilities who self-disclose.

**Applications**

Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

**Deadline**

The position will remain open until filled.