



# Pine Technical & Community College

## Student Employment Position Description: Pine Children's Teacher Aide

**Rate of Pay:** \$14.00/hour

**Location :** Pine Children's Early Learning Center, LLC

**Supervisor:** Farfum Ladroma

**Hours:** Up to ten (15) hours per week

**Eligibility:** Must be Federal or State work study eligible

**Duties and Responsibilities:** This position will assist classroom staff at Pine Children's Early Learning Center in the daily operations of the child care/preschool program. Responsibilities include maintaining a healthy and safe environment, preparing materials for daily lesson plans and environment changes, mentor, tutor and assist children in becoming engaged in activities that will help them grow in their development.

**Required Skills / Job Qualifications:** Excellent communication skills with staff, children and parents, ability to work with a diverse population of children and coworkers, ability to accept guidance and be self motivated, Obtain training in First Aide/CPR, as well as other required trainings per Rule 3 licensing in MN, and receive a cleared background study.

### Learning Objectives:

- Early Childhood Educator Development - learn best practice, appropriate child development, understand Knowledge and Competency framework and be able to plan and implement age appropriate activities.
- Communication & Relationship building-working with coworkers, children and parents as the program bridges gaps between home and school while helping children gain experiences that increase their development and prepare them for Kindergarten.
- Planning & Implementation- understand the cycle of program and individual goal setting, lesson plan, implementation of plan, observation of outcomes and assessment.
- Early Childhood Educators professionalism-confidentiality, mandated reporting, conflict resolution, documentation requirements, and the NAEYC code of Ethical conduct & Statement of Commitment.

If you are interested in this position, please email Farfum Ladroma at [Farfum.ladroma@pine.edu](mailto:Farfum.ladroma@pine.edu) or [pinechildrens@yahoo.com](mailto:pinechildrens@yahoo.com)

\*Most positions are August—May, with the possibility to work over summer break.

\*\*Schedules and evaluations are overseen by each supervisor and may vary. Please see the Student Employment Handbook for more details.



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