

Student Employment Job Description

JOB TITLE: Ester Jetter Preschool Teacher Assistant

DEPARTMENT: Preschool

REPORTS TO: Preschool Director

REQUIREMENTS:

- **Education/Training:** High School Diploma

- **Experience/Background/Knowledge:**

- **Skills:** Interaction with preschool children

- **Attire on the Job:** MVNU Dress Standard as stated in the Student Handbook

- **Expectations:** Follow Ohio Job and Family Services Rules and Regulations

- **Special Requirements:**

DUTIES (include but not limited to):

- Assisting teacher with classroom preparation
- Assisting teacher with classroom projects
- Clean up (putting toys on shelves and cleaning up spills)
- Preparing Snacks

NORMAL WORKING HOURS and DAYS: Monday through Friday 8:00 AM – 4:30 PM

Return Completed Forms to Human Resources