

## **MVNU Student Employment Job Description**

**JOB TITLE:** Student Worker/Assistant Teacher

**DEPARTMENT:** Esther Jetter Preschool

**REPORTS TO:** Lauren Heffelfinger

**REQUIREMENTS:**

- **Recommended Education/Training:** Must love children!
- **Experience/Background/Knowledge:** Experience with preschool aged children is helpful.
- **Skills:** Positive attitude, willingness to work as a team member with the preschool staff, reliable and timely.
- **Attire on the Job:** close toed shoes, clothes with no holes or tears.
- **Expectations:** Nurture and interact with preschool students. Exhibit a Christ-like attitude in all assigned duties.
- **Special Requirements:** Must be willing to adhere to Ohio Department of Job and Family Services requirements, including physical, fingerprints, vaccination record, proof of high school diploma, create an OCCRRA account, training as required.

**DUTIES** (include but not limited to):

- Ability to play indoors, outdoors, on the ground and at low tables with preschool students
- Help with classroom sanitation and cleaning
- Prep classroom materials
- Assist with restroom breaks
- Assist with snack prep and clean up
- Assist with circle time
- Be willing to learn
- Other duties as assigned

**NORMAL WORKING HOURS and DAYS:** Hours are between 8:30-11:15 and 12:15-3:15

\*especially mornings