



KEWEENAW BAY OJIBWA COMMUNITY COLLEGE

111 Beartown Road, PO Box 519

Baraga, MI 49908

Phone: (906) 524-8517

“Catch Your Dream Through A Superior Education”

JOB DESCRIPTION

POSITION: *KBOCC Little Eagles Pre-school Program Teacher Aide*

PROGRAM: *Federal Work Study*

SUPERVISOR: *Kim Swanson*

REPORTS TO: *Financial Aid Director*

PAY RATE: *\$11.50/per hour*

STATUS: *Temporary Part-time- Not to exceed 20 hours per week*

RESPONSIBILITIES –

- Work under the supervision and guidance of the classroom teacher
- Work as a member of the teaching team in the preschool classroom by implementing developmentally appropriate experiences for 4-year-old children
- Assist in maintaining a clean, safe, and orderly physical environment
- Under teacher guidance, provide activities and experiences designed for all areas of a child’s development; physical, emotional, social, and cognitive through an integrated approach
- Extend children’s learning by asking open-ended questions and/or making suggestions that stimulate children’s thinking

QUALIFICATIONS -

- Currently enrolled KBOCC student
- Ability to understand and follow oral and written instructions and work cooperatively with a team
- Ability to maintain a positive attitude, patience, and a genuine interest in working with children
- Ability to lift 45 pounds
- Excellent communication skills preferred
- Reading comprehension and good interpersonal skills
- Microsoft Excel and Word proficiency preferred
- Ability to carefully and efficiently manage time and priorities
- Ability to maintain confidentiality