

Work Study Job Description
University of Montana Western
710 S Atlantic St. Dillon MT 59725

Department: Canvas Early Learning Center (Community non-profit)

Department Head:

Classification/Name of Position: Classroom Aide

Student's Supervisor: Aaron Cashmore

Office/Location: Main Hall 116

Email Address: aaron.cashmore@umwestern.edu

Phone #: 406-683-7320

Qualifications for the position & the specific qualifications for the various levels/rates of pay associated with the position:

Ability to do light cleaning

Ability to prepare snacks

Ability to supervise children in indoor and outdoor settings

Ability to lift up to 50 lbs.

Ability to work well with others

Purpose/Role of the position:

The purpose/role of the classroom aid is to assist the lead/assistant teacher(s) in the instruction and supervision of children ages 2-5 enrolled in an arts-based early learning center.

Duties/Responsibilities of the position & how they relate to the purpose/goal:

Supervision of young children

Instructional support for young children

Light cleaning

Snack preparation

Help to maintain a safe, engaging early learning environment

These duties align directly with the role of the classroom aid in assisting with the instruction and supervision of young children.

The Financial Aid Office will submit evaluations to each department prior to the end of each semester.