

Work Study Job Description

University of Montana Western
710 S Atlantic St. Dillon MT 59725

Department: Early Childhood Education

Department Head: Aaron Cashmore

Classification/Name of Position: Assistant Childcare Teacher

Student's Supervisor: Aaron Cashmore

Office/Location: MH 353

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:

Purpose/Role of the position:

The purpose of this role is to support the ECE lead teacher in all aspects of developmental, emotional and social activities that contribute to the growth of young learners.

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

Assist Lead teacher engage children in activities, attend to and help children build social-emotional skills
Assist in guiding children toward independence, respect toward others and the environment and building a classroom community

Ensure the health and safety of all children including maintaining neat, clean indoor and outdoor environments, maintaining structure and routines, and following health and safety protocols

Meal/snack Preparation and Family Style service

Prepare for and clean up after lessons, meals, and social scenarios

Engage with parents

Administrative and other duties as assigned.

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