

**Position:** Childcare Student Assistant

**Supervisor:** Early Childhood Education Department Chair

**Pay Rate:** Contract - $14.65/hour

**Schedule:** up to 10 hours per week

**Academic Year:** 2025-26

Interested candidates should email Jessica Pinkham at jpinkham@mainecc.edu for a link to the position application.

JOB DESCRIPTION:

The Childcare Student Assistant works as a part of the education team and assists in classroom operation under the supervision of the Teacher. Candidates for this student position must be work-study eligible and enrolled as a KVCC student.

QUALIFICATIONS/SKILLS:

 Supports activities and classroom practices

* Assists in setting up and implementing developmentally appropriate activities.
* Maintains required staff/child ratios and safety practices in the classroom.

Supports interdisciplinary work and collaboration.

* Contributes to effective, purposeful, and respectful team communications.
* Welcomes families as partners in their child’s learning experience.
* Relays information to teaching staff and supervisor as appropriate.

RESPONSIBILITIES:

* Be committed to KVCAP's mission.
* Adhere to all agency and program policies and procedures.
* Adhere strictly to confidentiality of internal and external customer information.
* Exhibit a positive, professional, collaborative attitude and reflective approach in all internal and external connections.
* Be punctual for scheduled work and use time appropriately.
* Perform the required amount of work in a timely fashion with a minimum of errors.
* Be neat and maintain a professional appearance.
* Perform other reasonably related job duties as assigned. Physical Requirements: Regularly required to sit and speak or listen, stand, walk, reach with hands and arms, and stoop, kneel, or crouch, and the ability to lift and carry up to 35 pounds.