



Student Employment - Classroom Assistant I & II - The Children's Center

Department: The Children's Center

Position Title: Classroom Assistant I & II

Position Type: Work Study or Student Hourly

Job Description (Level 1):

Under the direct supervision of each classroom Assistant Toddler/Preschool teacher, provide help with tasks so that the teachers can direct their complete attention on the children. Classroom Assistant 1 students are never left alone with the children. They are under the supervision of an ECT or Assistant ECT qualified staff member.

Job Description (Level 2):

Under the supervision of a classroom Assistant Toddler/Preschool teacher or classroom teacher, this employee is permitted to supervise a group of children alone for 2 hours at the beginning of the day, one hour at nap time and 2 hours at the end of the day, IF they meet the education and experience qualifications below. The assistant may also provide help with tasks so that the teachers can direct their complete attention to the children.

Job Requirements (Level 1):

You must be eligible for student employment (enrolled in a minimum of six credit hours for the semester in which you will be working) to apply for this position.

Job Requirements (Level 2):

Must have completed either ECE 101 or ECE 103 with 12 months (1820 hours) of verified experience in the care and supervision of four or more children under six years of age who are not related to the individual OR completion of both ECE 101 and ECE 103 with no experience. All courses must be completed with a course grade of "C" or above.

You must be eligible for student employment (enrolled in a minimum of six credit hours for the semester in which you will be working) to apply for this position.

Skills you will gain/enhance (Level 1):

You will gain skills in both indoor and outdoor environments as well as materials storage such as replenishing supplies, cleaning, preparing cots for rest time, preparing materials for teaching staff, laundry etc. You will also Gain knowledge and skills in appropriate interactions with young children, conflict resolution and problem solving.

Skills you will gain/enhance (Level 2):

When caring for a group of children, may be required to greet parents, welcome children, engage children in activities, serve meals, supervise rest time, outdoor time and close a classroom. Complete tasks in the Center both in the indoor and outdoor environments, and in the materials storage areas such as replenishing supplies, cleaning, preparing cots for rest time, preparing materials for teaching staff, laundry, etc.

Job Payment Information:

Wage Level 1: \$12.00/hour

Paid: Bi-weekly

Wage Level 2: \$12.25/hour

Paid: Bi-weekly

How to Apply:

[Click here to apply for this position!](#)

For questions about this position, contact: **Susan Padgett** at Susan.Padgett@rrcc.edu or (303) 914-6328.

For questions about student employment in general, contact Bob Miller at Bob.Miller@rrcc.edu.

This position will remain open until 2.28.2020.

Note: Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinary terminated or resigned in lieu of termination, must disclose this within your application materials.

Red Rocks Community College is committed to diversity in its people and programs. The College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and/or 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Red Rocks Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and/or participation in vocational education programs. RRCC has designated Arnie Oudenhoven as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. Report all concerns or complaints relating to discrimination or harassment to the Title IX/EO Coordinator(s). For information, contact Arnie Oudenhoven Executive Director, HR, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, via mail at 13300 West Sixth Avenue, Lakewood, CO 80228. Phone 303.914.6298, or email arnie.oudenhoven@rrcc.edu or Deborah Houser, Assistant Director of Human Resources/Deputy Title IX Coordinator, 303.914.6224 deborah.houser@rrcc.edu. 13300 West Sixth Avenue, Lakewood, CO 80228. You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417. Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570. RRCC conducts pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report. For information regarding Red Rocks Community College Security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at <http://www.rrcc.edu/police/>. For a hard copy report, please contact 303.914.6494.