

**Children's Campus at SF State  
SFSU Student Teacher Assistant  
Job Description**

**Title:** Student Teacher Assistant (TA)

**Responsibility Level:** Works under close supervision, using established procedures to perform assigned tasks.

**Direct Supervisor:** Head Teacher

**Position Responsibilities:** Teacher Assistants (TAs) are responsible for supervising individual and groups of children between the ages of 6 months and five years and implementing a safe, developmentally appropriate, enriching program in accordance with center policies and procedures, while meeting the individual needs of children while balancing the needs of all children in group care.

Responsibilities include but are not limited to:

1. Assist teachers in implementing curriculum
2. Treat each child with dignity and respect in thought and action
3. Incorporate each child's individual needs, interests and personality when working with the children and implementing curriculum and planning environment
4. Maintain positive communication with teachers, parents and children
5. Assist in maintaining an orderly, attractive, and safe learning environment
6. Assist with daily set-up and clean-up, indoors and outdoors
7. Discuss teaching style and problem solving strategies regularly with Head Teacher
8. Read professional development materials supplied by program supervisors
9. Attend regularly scheduled staff meetings/trainings
10. Maintain a neat, appropriate appearance and be prompt for work hours
11. Maintain confidentiality of all information about children, parents and staff

**Qualifications:** Must be a SF State Student enrolled in a minimum of 6 undergraduate units or 4 graduate units; must be at least 18 years of age. Prefer, applicants with previous experience working with young children in a group care setting and /or have at least 6 ECE units.

**Term:** *Children's Campus serves families year round and follows the SF State staff calendar. Children's Campus is open through finals week, winter break, spring break and summer.* Student Teacher Assistants are expected to work during periods when class is not in session.

**Hours:** up to 25 hours a week; semester shifts are M-F between 7:30 – 5:30; Student Teacher Assistants may also work as substitutes.

**Authorization Needed Before Hiring:** TB Clearance, Proof of current TDap, Proof of MMR vaccination, Health Screening Report, California Livescan Fingerprint Clearance, Employment Eligibility Verification (I-9 Clearance through the Office of the Dean of Students).