



HARFORD
COMMUNITY COLLEGE

Federal Work Study Job Description

2019-20

July 1, 2019 - June 30, 2020

Job Title: Teacher Assistant

Site Supervisor *: Jen Eder

Department: ELC

Location: Early Learning Center

Phone: 443-412-2393

E-Mail: jeder@harford.edu

Job description/specific duties:

Number of Students Requested: 2

- Assist teacher with any classroom duties
- Sweep floors, wipe tables, chairs, help keep common areas clean and tidy
- Supervise children and encourage positive behaviors and help resolve conflicts
- Adhere to OCC regulations and HCC policies
- Perform other duties as assigned by the supervisor

Special abilities/skills required:

- Ability to stand at least 45 minutes in both hot and cold weather. Participate in physical fitness activities including walking, running, jumping, dancing and organized games.
- Ability to learn and perform all essential job functions accurately.

Work schedule:

Work hours are flexible and can be arranged to fit the student's schedule:

Monday – Friday

830am-1pm or 3pm-6pm

Total hours per week requested per student: 20

RATE OF PAY: \$10.50 for all students and positions (subject to change if minimum wage increases)

Check semester(s) covered by this request:

- X Year-Round (July-June)
- Fall (September – December)
- Spring (January – May)
- Summer (June – August)

Additional comments:

** Contact Site Supervisor to interview for this position.*

Date of Request: June 2019

If you have a particular student you would like to request, please email Robin Sullivan with the name of the student.