

2006-2007
Willamette University
Off-Campus Work Study Job Description

For

Bush Elementary 410 14th St. SE
Morningside Elementary 3513 12th St. SE
Marion Miller Elementary 1650 46th Place SE
Head Start Classrooms

Position Title: Early Childhood Literacy and Math Support

Purpose: To assist the teacher(s) in the early childhood classroom with instructional support.

Duties and Responsibilities: Perform tasks as assigned by teacher, including, but not limited to: reading to a small group of children, assisting small children complete various activities during choice time, encouraging literacy and language development in three and four year old children.

Job Qualifications: Ability and desire to work with three and four year old students, some non- native English speakers. Skills required include positive attitude, patience, initiative, ability to follow directions, dependability, and punctuality. Previous experience working with young children preferred, but not required. Training is provided. Bush Elementary is within walking distance of Willamette.

Job Wage Range:

Service Dates: Mid September to May/June (ending date negotiable).

Hours Per Week: Varies according to worker's class schedule
Available hours are 8:30-12:00, Tuesday- Thursday

Supervisor: Stephanie Whetzel
Head Start Director
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