Part-time Aide Position Job Description:

Hilltop Child Development Center is a great place for children and adults to interact and experience the joy of learning. The aide position at Hilltop is great for college students who are majoring in a child-related degree field and wanting experience or anyone who just enjoys spending time with tiny learners.

Our classrooms are staffed with two full-time teachers who work alternating shifts (7:00-4:15 or 8:15-5:30). The aides go into the classrooms as additional support and help with meals, activities, covering teacher breaks, and staffing at the end of the day.

Aide Responsibilities:

Not-so-fun but incredibly important responsibilities:
• Setting up for mealtimes (breakfast, lunch, snack)
• Getting seconds for the kitchen (for meals)
• Helping the children at mealtimes
• Cleaning up after meals (sweeping the floors and cleaning the tables)
• Setting out nap time cots
• Putting nap time cots away
• Helping put sunscreen on children
• Changing diapers/helping with bathroom activities

Super fun and possibly life changing responsibilities:
• Helping children focus during activities
• Reading a story or book to a large group or the entire class
• Giving children 1:1 attention
• Guiding children to use their words and learn to express themselves
• Reading and playing with awesome children
• Watching children learn, grow, and smile
• Assisting the teachers with activities, errand running, and miscellaneous items

Responsibilities that are for teachers only:
• Talking with parents, communicating issues, problems, and daily activities
• Disciplining the children
• Creating lesson plans
APPLICATION FOR PART-TIME EMPLOYMENT: Teacher’s Aide Position

Note* Priority for positions is given to University of Kansas students

Date of Application______________

Name________________________________________ If married, maiden__________________________
First ___________________ M.I. _______ Last ________________

Local address____________________________________________________________________________

Phone: Home________________________________ Cell_____________________________________________

Email: _____________________________________________________________________________________

Are you presently a KU student? ___________ Year___________ Major_______________________________

If Foreign Exchange Student, name of country_______________________________________________________ Please attach work permit

Work or Volunteer Experience related to working with children:

1. Place of Employment __________________________ Name of supervisor ___________________________
   # of hrs/week_________ Dates ____________
   Responsibilities____________________________________________________________________________

2. Place of Employment __________________________ Name of supervisor ___________________________
   # of hrs/week_________ Dates ____________
   Responsibilities____________________________________________________________________________

Availability: (List exact hours free – We have programs running from 7:15 – 5:45)
I can work: _____________________________________________________________________________
  Monday ____________________________________________
  Tuesday ___________________________________________
  Wednesday _________________________________________
  Thursday __________________________________________
  Friday ____________________________________________

Approx. # of hours desired per week: _________________ Date you could start: _________________
References: List below the name of three references. At least one should be a former employer. Please do not leave any information blank. By listing these people, you are authorizing Hilltop to contact them for employment verification and/or reference purposes. *Note- Email is the preferred method of contacting your references

1) Name of Reference __________________________________________ Email ______________________________________
   Phone Number _________________________________________________
   If a former employer, list name of business _______________________
   If a personal reference, list relationship __________________________

2) Name of Reference __________________________________________ Email ______________________________________
   Phone Number _________________________________________________
   If a former employer, list name of business _______________________
   If a personal reference, list relationship __________________________

3) Name of Reference __________________________________________ Email ______________________________________
   Phone Number _________________________________________________
   If a former employer, list name of business _______________________
   If a personal reference, list relationship __________________________

Reasons why you are seeking and feel qualified for this position working with children:

Courses taken or training received in education or child development:

________________________________________________________

Information will be sent to the State Health Department and the Kansas Bureau of Investigation for a background check concerning child abuse or felonies against persons. This is required by Kansas law.

Birthdate _______________________________ SSN _________________________________

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, sexual orientation, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

I verify that to the best of my knowledge all the information is true and correct. In the event of employment, I understand that false or misleading information will result in immediate termination.

________________________________________________________

Signature of Applicant