



Hilltop Child Development Center
1605 Irving Hill Road,
Lawrence, Kansas 66045
785-864-4940
Hilltop.ku.edu
hilltop@ku.edu



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



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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