



MONTEREY PENINSULA College

Student Job Center, Federal Work-Study Employment Opportunity

General Information

Name of position	Classroom Assistant
Classification	Level I
Pay Rate	\$16.00 per hour
Work Schedule	20 Hours per week
Length of Employment	August 6, 2024 - May 23, 2025
Department	ECE Lab School
Supervisor	Jeff Procive jprocive@mpc.edu or Mary Rigmaiden mrigmaiden@mpc.edu

Please review our job description:

Under the supervision of the Lab School Director and guidance of the Early Childhood Education Lab Mentors, work to support an active learning in the lab school indoor and outdoor environments by assisting in maintaining a clean, safe, and orderly physical environment which meet Title 5 and Title 22 guidelines for health and safety.

Duties and Responsibilities

- Assist in the overall organization and maintenance of all lab classrooms and environments, classroom kitchens, indoor/outdoor storage areas and offices that meet regulatory agency guidelines and align with best practices in health and safety for early childhood environments with guidance from the Lab Mentors and Early Childhood Playground Assistants Level 3, 2 and the Lab School Director.
- Assist in the set up for the daily lab use in collaboration with the Early Childhood Playground Assistant Level 3, 2, and the Lab Mentors.
- Assist Playground Assistants and Lab Mentors in providing a variety of learning experiences in the indoor and outdoor environments.
- Other duties as assigned.



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Eligibility Criteria

Good physical and mental health.

Test negative for Tuberculosis.

Nurturing attitude toward children.

Positive body language and gentle tone of voice.

Strict observance of health and safety rules.

Minimum Requirements

- Must apply for Federal Financial Aid and be eligible for Federal Work-Study
- Be a currently enrolled student at MPC
- Be enrolled in a minimum of 6 units for Fall/Spring term or a minimum of 3 units for the Summer term
- Maintain a minimum 2.0 GPA
- Must be a student in good standing and not on Academic, Progress, or Disciplinary Probation
- Must have an updated Education plan on file at all times

Desirable Qualifications

- Previous experience with children ages 18 months to 5 years.

You may complete our Federal Work Study Application [here](#). If you have further questions about the application process please contact Job Center Coordinator, Lien Nguyen at lnghuyen@mpc.edu. If you have further questions about the job position please contact the department supervisor **Jeffrey Procive**, jprocive@mpc.edu