



## PART-TIME TEACHING AIDE INFORMATION SHEET

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### **QUALIFICATIONS:**

- Must be at least 18 years old.
- Must be a high school graduate.
- Must be legal to work in the US.
- Must be able to work outside in temperatures ranging between 20 – 90 degrees.
- Must be able to routinely lift 10 to 25 pounds.
- Must enjoy children and be willing to work with various age groups.
- Must be able to effectively communicate with children and adults.

### **OHIO DEPARTMENT OF JOB & FAMILY SERVICES (ODJFS) LICENSING REQUIREMENTS:**

- Must provide 3 references (from non-relatives) on the 1<sup>st</sup> day of employment.
- Must complete a physical and tb test at OSU Employee Health before the 1<sup>st</sup> day of employment.
- Must complete a background check at the OSU Police Department before the 1<sup>st</sup> day of employment.
- Must provide a copy of your high school diploma on the 1<sup>st</sup> day of employment.
- Must provide a copy of your OSU Advising Report on the 1<sup>st</sup> day of employment.
- Must obtain 15 hours of in-service training each year (can be met by college course work in Child Development or Early Childhood Education) – training will be provided at the Child Care Program or an external location.

### **EXPECTATIONS:**

- Must follow directions given by full-time staff.
- Must interact with the children.
- Must be aware of where the children are located.
- Must assist with the classroom's daily tasks.
- ***Must be on time!***

### **COMPENSATION:**

- \$6.25 per hour.
- Bi-weekly pay schedule.

### **PARKING / TRANSPORTATION:**

- Must have a C or CX pass or must purchase a C or CX pass.
- Cost of a C pass is \$15.90 per month.
- Cost of a CX pass is \$12.00 per month.
- Buckeye Village Bus runs Fall, Winter, & Spring Quarters; Monday – Friday from 7am to 9:30pm every 20 minutes.

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***I have read, understand, and agree to the information stated above.***

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**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**