

Holy Cross College
Student Employment
Fall 2019

Title: **English as a New Language Preschool Aide**

Department: Notre Dame, Robinson Community Learning Center, 921 N. Eddy St., South Bend, IN

Supervisor: Adam DeBeck / Jennifer Wittenbrink Ortega

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Schedule: Preschool occurs Monday through Thursday, 8:30-11:30, with extra hours both before and after for prep work. We prefer a two-day a week commitment.

Rate of pay: \$10.00 per hour

Purpose: The Robinson Center ENL Preschool works in conjunction with Adult Education English Classes at the Center. While parents are in English classes, their children are in our preschool. We follow the High Scope Curriculum, and our goal is to support the children's learning in a literacy-rich, play-based environment. Training is provided.

Essential Job Duties:

- Sing, dance and participate in preschool activities
- Extend learning with appropriate literacy activities, under the direction of the preschool teacher
- Help fix snacks, prepare the playground, and assist the children as they move through their day
- Other duties as assigned.

Minimum Education, Skills, and Ability:

- Must be federal work study eligible
- Passion for education
- Ability to work effectively with a diverse student population
- Excellent interpersonal, written, and oral communication skills
- Bilingual in Spanish, Arabic, Chinese a plus