

Itsy Bitsy Child Watch
Classroom Assistant Description

Job Title: Child Watch Classroom Assistant

Department or Organization: Itsy Bitsy Child Watch

Supervisor #1: Emily Webber (she/her)

Office: Frost 261

Phone: 2458

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Supervisor #2: Ciaran Murphy (he/him)

Office: Frost 261

Phone: 2487

Email: cmurphy@hcc.edu

General Job Description: Itsy Bitsy Child Watch is a student support service offering free childcare for children of HCC students, ages 3 months – 12 years. Assistants will enthusiastically join children in their play and support their curiosity, ideas, and creativity. Assistants will support program staff with activity preparation and clean-up, classroom maintenance, and other duties as required to meet Early Education & Care regulations. Work study students will always work under the supervision of program staff.

Detailed List of Duties:

- Interact with children by playing games, engaging in art projects, reading stories, holding infants and toddlers to provide comfort
- Help children with personal tasks such as putting on shoes, washing hands, putting belongings away
- Light cleaning of the classroom, dishes, vacuuming, mopping, and disinfecting surfaces, toys and materials as needed.
- Monitor children both indoors and outside by remaining present, physically close, and alert to surroundings
- Help children solve social problems and cope with challenges by offering validation, solutions, and empathy

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

Employment may be extended over future semesters. Experience with young children, working on a team, and adhering to regulations are all skills that can be applied to personal and professional lives.

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

Classroom Assistants are required to keep strict confidentiality about the children and families we serve.

A background check, including fingerprinting, is required. High level of responsibility required for supervising children and ensuring safety.

Skills and/or previous experience desired:

Respect for children of all ages and abilities is a requirement. Experience with children is required, whether professionally or personally.

Amount of supervision required:

☒ Regular ☐ Occasional ☐ Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): Child Watch operates Monday - Thursday 7:30am to 9:00pm and Friday 7:30am - 5:00pm. We are looking for assistants for morning, afternoon, and evening shifts. Please know your class schedule and availability at time of interview.

How to Apply: Contact childwatch@hcc.edu to express your interest and set up an interview.

Completed and Submitted By:

Emily Webber

Print Name of Supervisor

Director of HCC Itsy Bitsy Child Watch

Title

07/10/2026

Date

Please return completed form to drosado@hcc.edu