

BCCC FEDERAL WORK STUDY PROGRAM POSITION REQUEST FORM

Financial Aid Award Year: 2026-2027

Name of Department Office (on campus): School Front Office

Name of Organization (off-campus): Medfield Heights Elementary School

Mailing Address: 4300 Buchanan Ave

Baltimore, MD 21211

Title of Position: Classroom Assistant

Number of Students desired to fill this position: 3

Qualification(s) required:

- Interest and experience working with young children
- Strong communication and interpersonal skills
- Reliable, responsible, and able to follow instructions
- Ability to perform light physical tasks such as preparing classroom materials, moving supplies, and assisting with classroom set-up
- Able to work collaboratively with teachers and school staff
- Organizational skills and ability to use printer/copier

Responsibilities of Position:

Assist Kindergarten teacher with daily classroom activities and routines. Work with individual and small groups of students to reinforce academic skills under teacher supervision. Prepare and organize instructional materials, including copying, cutting, and assembling classroom materials. Supervise students during classroom activities as directed by the teacher.

Number of hours per week (If unknown indicate that hours will vary): 20 hours

Note: cannot exceed 20 hours per week

Supervisor Name: Cathy O'Neill - Principa;

Back up Name(s): Lilianna Mischke - Community School Coordinator
Megan Waller - Assistant Principal

Address: 4300 Buchanan Ave
Baltimore, MD 21211

Location: Medfield Heights Elementary School

Phone Number(s): (410) 396-6460

SITE # _____

Email Addresses: cochiavacci@bcps.k12.md.us (Cathy O'Neill)
 lcmischke@bcps.k12.md.us (Lilianna Mischke)
 MEPingel@bcps.k12.md.us (Megan Waller)

SPECIAL NOTE: The Employment Authorization Form (EAF) will have the FWS student's award amount and the number of hours a student should work each week. It is extremely important that the supervisor set the student's work schedule so that the student will not exhaust his or her award. If the student works more than he or she is awarded, the Federal Aid Office will not pay the student. However, the student will still need to be paid out of your budget. _____(supervisor's initials).