

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

TEACHER, CHILD DEVELOPMENT ASSOCIATE

QUALIFICATIONS:

- (1) High School Diploma.
- (2) Certification as Child Development Associate (CDA) by National Association of Young Children.
- (3) Experience with pre-school children desirable.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge about child development and appropriate activities for young children. Ability to relate to children and parents from a variety of backgrounds. Good oral and written communication skills. Ability to plan and implement a developmentally appropriate curriculum for pre-school students. Good interpersonal skills. Willing to participate in District in-service programs.

REPORTS TO:

Principal/Director/Resource Teacher for Pre-Kindergarten Early Intervention

JOB GOAL

To plan and implement a developmentally appropriate curriculum for pre-kindergarten students; and to motivate to motivate students to develop the skills and knowledge needed that will enable them to be better prepared for entrance into kindergarten.

SUPERVISES:

Child Development Associate Aide

PERFORMANCE RESPONSIBILITIES:

- * (1) Become familiar with the philosophy of the Pre-Kindergarten Program and engage in appropriate study and training to implement the philosophy; maintain professional competence.
- * (2) Provide learning experiences in subject matter suited to the needs of students.
- * (3) Develop and use instructional materials suitable for instruction of students with wide range of mental, physical, and emotional maturities.
- (4) Develop in each student an awareness of his / her worth as an individual and his / her role in the family and community.
- * (5) Encourage students to express themselves creatively in art, music and dramatic play.
- * (6) Provide individual and small group instruction designed to meet individual needs of students in communication skills, health habits, physical skills, and development of satisfactory self-concepts. Work with other support personnel / agencies to promote this goal.
- (7) Enrich educational program through study trips to community resources such as museums, parks, and through classroom visits by resource persons from the school and community. Share and interpret these experiences with students and parents.
- * (8) Plan and coordinate the work of aides, assistants, parents, and volunteers in the classroom and on field trips in order to obtain the maximum benefit from their efforts.

CHILD DEVELOPMENT ASSOCIATE TEACER (Continued)

- * (9) Develop activities for parents which promote parent participation and involvement in education activities provided for their children; and communicate with them regularly.
- (10) Interpret school program to parents in order to strengthen parental understanding of the individual student's needs and the school's role in the individual's life.
- *(11) Provide appropriate climate to establish and reinforce acceptable student behavior, attitudes, and social skills.
- (12) Cooperate with other professional staff members in assessing and helping students solve health, attitude and learning problems.
- *(13) Create an effective environment for learning through functional and attractive displays, interest centers, and exhibits of student's work.
- (14) Select and requisition books, instructional aids, instructional supplies, and food.
- (15) Participate in curriculum and other developmental programs as appropriate.
- (16) Perform other duties consistent with the goals and objectives of this position.
- *(17) Alert the Pre-kindergarten early intervention teacher and principal to any problems or special concerns involving the Pre-kindergarten students.
- *(18) Maintain accurate and complete records as required by law, district policy and administrative regulations; and maintain confidentiality of information concerning students.
- *(19) Uphold and enforce school rules, and School Board policies.
- *(20) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

**Job Description Supplement Code 5
Group 6 of the ESP Salary Schedule
DOE Job Code 55051**

**Board Approved 08/05/1997
Revised Board Approval 04/11/2017**