

# SCHOOL DISTRICT OF LEVY COUNTY

## JOB DESCRIPTION

### TEACHER AIDE, LEAD PRE-KINDERGARTEN

#### QUALIFICATIONS:

- (1) High School Diploma.
- (2) Florida Child Care Professional Credential (FCCPC) or Certification as Child Development Associate (CDA) by National Association of Young Children and a Staff Credential Verification from the Florida Department of Children and Families.
- (3) Certificate of Completion for Emergent Literacy for VPK Instructors.
- (4) Certificate of Completion for Implementing the Florida Standards in Preschool Classrooms: 3 Years Old to Kindergarten
- (5) Passing score on the ParaPro Test

#### 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. Develop in each student an awareness of his/ her worth as an individual and his/ her role in the family and community
2. Provide a safe, nurturing environment that stimulates academic, moral, and social growth.
3. Communicate clearly and effectively in both written and oral form with students, parents, and others.
4. Plan and effectively implement instructional activities designed to achieve goals and objectives of the curriculum.
5. 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.
6. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
7. Maintain accurate, complete, and correct records and inventories as required by law, District Policy, and administrative regulations.

## **CHILD DEVELOPMENT ASSOCIATE TEACER (Continued)**

8. Provide an appropriate climate to establish and reinforce acceptable student behavior, attitudes, and social skills.
9. Develop and use instructional materials suitable for instruction of students with a wide range of mental, physical, and emotional skills.
10. Cooperate with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
11. Create an effective environment for learning through functional and attractive displays, interest centers, and exhibits of student's work.
12. Participate in curriculum and other developmental programs as appropriate.
13. Perform other duties consistent with the goals and objectives of this position.
14. Alert the Pre-Kindergarten ESE teacher and principal to any problems or special concerns involving the Pre-Kindergarten students.
15. Provide individual and small group instruction designed to meet individual needs of students.
16. Use effective, positive interpersonal skills.
17. Demonstrate the ability to maintain confidentiality of information concerning students.
18. Uphold and enforce school rules, and School Board Policies.
19. 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.

**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~~ 7/22/2019**