

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

TEACHER AIDE, PRE-KINDERGARTEN

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Experience with pre-school children desirable.
- (3) Completion of thirty (30) hours HRS training required or completion attained after employment.
- (4) Certification as Child Development Associate (CDA) by National Association of Young 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

JOB GOAL

To assist the pre-kindergarten teacher in developing and implementing a developmentally appropriate program for young children.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist with classroom learning activities.
- * (2) Supervise children inside and outside, including, but not limited to, bus duty, recess, field trips, classroom activities and lunchroom.
- * (3) Maintain accurate records, as assigned by the teacher.
- * (4) Assist with the assessment and evaluation of learning.
- * (5) Assist with the preparation of materials for use in the program.
- * (6) Assist and maintain an orderly learning environment.
- * (7) Assist with identification of and attention to children's health and hygiene.
- * (8) Assist in providing individual and small group instruction in learning activities.
- (9) Assist in communicating with parents.
- (10) Maintain strict confidentiality of student records and data.
- (11) Participate in in-service training.
- * (12) Accompany teacher on home visits.
- (13) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (14) Ability to work in a constant state of alertness and safe manner.

TEACHER AIDE / PRE-KINDERGARTEN (Continued)

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 2 of the ESP Salary Schedule
DOE Job Code 55051**

Revised Board Approval 04/11/2017