

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

(Position type only available to Pre-K Assistants hired prior to 7/1/07, for those hired after 7/1/07 see "Paraprofessional" job description)

EARLY CHILDHOOD ASSISTANT I & II

QUALIFICATIONS:

- (1) High School Diploma or equivalent and a passing score on the paraprofessional exam, or AA Degree or 60+ semester hours of college credit. Staff of a non Title I facility are not required to take the paraprofessional exam.
- (2) Training or successful experience in child care or related field.
- (3) Credentialed or degreed in appropriate early childhood areas within the time frame established by Head Start Reauthorization requirements. (Child Development Associate, Child Development Associate Equivalency, Florida Child Care Professional Credential, National Early Childhood Credential, Associate of Science, Associate in Arts, Bachelor in Arts or Bachelor of Science. For the AS/AA degrees and BA/BS degrees the Florida Department of Children and Families may verify the appropriateness of the formal educational qualification. The Florida Department of Education may also verify the appropriateness of the BA/BS degrees. The Florida Department of Children and Families is responsible for issuing renewals for the CDA, CDAE, and FCCPC on a five year cycle.)

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to listen and interact effectively with children and parents. Ability to communicate effectively orally and in writing. Ability to follow directions and work as a team member. Ability to participate in home visits.

REPORTS TO:

School Principal/Early Childhood Program Manager

JOB GOAL

To assist the Early Childhood Instructor or teacher with clerical, instructional, and other activities for pre-school students.

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 cafeteria.
- (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 with maintaining an attractive orderly environment.

Board Approved April 20, 1998

Amendment Board Approved April 15, 2003, July 17, 2007

Amendment Board Approved January 19, 2010

Amendment Board approved February 16, 2010

EARLY CHILDHOOD ASSISTANT I & II (Continued)

- (7) Assist with identification of and attention to children's health and hygiene needs.
- (8) Assist in providing individual and small group help 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) Visit each child's home at least twice each school year.
- (13) Perform other incidental tasks consistent with the goals and objectives of this position.
- (14) Other duties assigned by the immediate administrator or supervisor.

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 as needed to move objects.

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan

EARLY CHILDHOOD ASSISTANT I

Hired prior to 07/1/07, pay grade 21-24, 27

190 days

7.5 hours per day

EARLY CHILDHOOD ASSISTANT II

Hired after 6/30/07,

Pay grade 11, high school diploma (pending other requirements)

Pay grade 13, high school diploma and other requirements

Pay grade 16, AA degree or 60+ semester college hrs (pending other requirements)

Pay grade 18, AA degree or 60+ semester college hours and other requirements

Pay grade 27, BS/BA degree (pending other requirements)

Pay grade 27, BS/BA degree and other requirements

181 days

7.5 hours per day

EVALUATION:

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

Board Approved April 20, 1998
Amendment Board Approved April 15, 2003, July 17, 2007
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