

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

CAREGIVER

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) Successfully complete the State of Florida 40-hour Introductory Childcare Training within 12 months of employment and successfully complete a minimum of 10 clock hours or 1.0 CEU annually.
- (4) 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 provide comprehensive services to infants/toddlers and their families.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES

- (1) Plans, implements, and evaluated classroom learning activities.
- (2) Assess individual learning needs.
- (3) Assess home environmental, health, and social needs and makes referrals to appropriate staff.
- (4) Develop individualized plans to meet student needs.
- (5) Provide instruction related to nutrition and health.
- (6) Organize and manage daily activities that will reinforce learning experiences for children and enhance life for families.

Board Approved January 19, 2010
Amendment Board Approved February 16, 2010

CAREGIVER (Continued)

- (7) Conduct two (2) home visits and two (2) school-site conferences per year with each family.
- (8) Assist in providing parent training activities that will reinforce learning experiences for children and enhance life for families.
- (9) Evaluate the progress of each child based upon assessment on individual needs.
- (10) Insure strict confidentiality of all school, student, and parent records and data.
- (11) Complete all required trainings per Early Childhood program requirements (Head Start)
- (12) Implement Florida Childcare Standards.
- (13) 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 as frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan, pay grade 11, 13, 18, 27
Pay grade 11, high school diploma (pending 40-hour training and/or other requirements)
Pay grade 13, high school diploma, and all other requirements
Pay grade 16, AA degree or 60+ semester college hours (pending other requirements)
Pay grade 18, AA degree or 60+ semester college hours, and all other requirements
Pay grade 27, BS/BA degree (pending other requirements)
Pay grade 27, BS/BA degree, and all 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.