

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

CYESIS PRE-SCHOOL/CHILD CARE AIDE

SALARY SCHEDULE: SSP-9

COST CENTERS: RIVERVIEW HIGH SCHOOL, NORTH PORT HIGH SCHOOL (0181/1251)

QUALIFICATIONS:

- (1) High School Diploma
- (2) Possess a current FCCPC, CCAC, ECPC, CDA (for specific age group needed) or
- (3) Possess a B.A. Degree or AA/AS Degree in Early Childhood/Child Development or
- (4) Possess a degree in related field with 18+ semester hours in ECE/Child Development
- (5) State mandated DCF coursework completion or ability to complete within 90 days of hire
- (6) Must be able to communicate effectively

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and understanding of Early Childhood Education best practices and care of children ages zero to five. Ability to plan and implement lesson plans, screenings and assessments that support the early learning and development of children. Knowledge of general computer use. Ability to follow directions. Ability to work independently.

REPORTS TO:

Principal or Designee

JOB GOAL

To provide high-quality early education in a safe learning environment appropriate to the child's developmental level, while delivering curriculum, ongoing screenings and assessments that support the child's development.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Supervise children as assigned.
- * (2) Participate in required training as it relates to accreditation, child-care safety and other professional learning experiences as required.
- * (3) Maintain a safe, healthy learning environment and supervise children in all learning activities.
- * (4) Write lesson plans and provide developmentally appropriate learning activities.
- * (5) Supervise outdoor activities.
- * (6) Assess children needs.
- * (7) Serve meals and snacks.
- * (8) Assist children with personal hygiene.
- * (9) Establish relationships with families of children.
- * (10) Perform clerical duties as assigned.
- * (11) Create a safe learning environment.
- * (12) Manage classroom behaviors appropriately.
- * (13) Develop instructional materials.
- * (14) Prepare accurate records and reports.
- * (15) Assess student progress.

PRE-SCHOOL/CHILD CARE AIDE (Continued)

- * (16) Ensure equipment and classroom facilities are clean, well-maintained, safe, and compliant with all federal, state and local requirements
- * (17) Follow established procedures on monitoring and reporting suspected child abuse and/or neglect, in compliance with state regulations
- * (18) Follow additional standards and protocols as required, to meet and maintain accreditation
- * (19) Communicate effectively with staff and parents.
- * (20) Use specialized equipment as required.
- * (21) Intervene, when appropriate, to situations concerning discipline of children.
- * (22) Demonstrate initiative in the performance of assigned responsibilities.
- * (23) Provide for a safe and secure workplace.
- * (24) Model and maintain high ethical standards.
- * (25) Follow attendance, punctuality and proper dress rules.
- * (26) Maintain confidentiality regarding school matters.
- * (27) Maintain positive relationships with staff and vendors.
- * (28) Keep supervisor informed of potential problems or unusual events.
- * (29) Respond to inquiries and concerns in a timely manner.
- * (30) Follow all School Board policies, rules and regulations.
- * (31) Exhibit interpersonal skills to work as an effective team member.
- * (32) Demonstrate support for the School District and its goals and priorities.
- * (33) Sustained focus and attention to detail for extended periods of time.
- (34) Perform other incidental tasks consistent with the goals and objectives of this position.
- (35) Perform all other duties as assigned.

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. Kneel, stoop, bend, reach and sit on floor to attend to children's needs.

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 No. 04

*Essential Performance Responsibilities