

**SCHOOL DISTRICT OF SARASOTA COUNTY
JOB DESCRIPTION**

PRE-SCHOOL/CHILD CARE AIDE

SALARY SCHEDULE: SSP-7

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:

- (1) High School Diploma or equivalent
- (2) Current Florida Child Care Credential, Florida Child Care Professional Credential (FCCPC) or, National Child Development Associate (CDA), or A Child Care Apprenticeship Certificate (CCAC), or An Early Childhood Professional Certificate (ECPC), or
- (3) Associate of Art (AA)/Associate of Science (AS) Degree or sixty (60) hour equivalent from an accredited educational institution or passing score on the Para Pro Assessment Test.
- (4) Bachelor of Art (BA)/Bachelor of Science (BS) Degree in Early Childhood Education (ECE)/Child Development (preferred)
- (5) Eligible for Florida Teaching Certification in Early Childhood Education, Prekindergarten, Elementary or Exceptional Student Education (preferred)
- (6) Must be able to communicate effectively

KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge and understanding of children. Knowledge of general computer use. Ability to follow directions. Ability to work independently.

REPORTS TO:

Principal or Designee

JOB GOAL

To perform routine tasks independently as assigned under the direction of a certified staff member.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist in the supervision of students as assigned.
- * (2) Maintain a safe, healthy learning environment and supervise children in all learning activities.
- * (3) Plan for and provide developmentally appropriate learning activities.
- * (4) Supervise outdoor activities.
- * (5) Appraise student needs.
- * (6) Assist in serving meals and snacks.
- * (7) Assist children with personal hygiene, including diaper changing and toileting.
- * (8) Establish, where feasible, relationships with families of students.
- * (9) Perform clerical duties as assigned.
- * (10) Assist in creating a safe learning environment.
- * (11) Implement classroom activities as directed.
- * (12) Assist staff members with behavioral management.
- * (13) Assist with the development of instructional materials.
- * (14) Assist with the preparation of accurate records and reports.
- * (15) Assist with assessing student progress.
- * (16) Communicate effectively with staff.
- * (17) Use specialized equipment as required.
- * (18) Intervene, when appropriate, to situations concerning discipline of students.
- * (19) Demonstrate initiative in the performance of assigned responsibilities.

PRE-SCHOOL/CHILD CARE AIDE (Continued)

- *(20) Provide for a safe and secure workplace.
- *(21) Model and maintain high ethical standards.
- *(22) Follow attendance, punctuality and proper dress rules.
- *(23) Maintain confidentiality regarding school matters.
- *(24) Maintain positive relationships with staff and vendors.
- *(25) Participate in workshops and training sessions as required.
- *(26) Keep supervisor informed of potential problems or unusual events.
- *(27) Respond to inquiries and concerns in a timely manner.
- *(28) Follow all School Board policies, rules and regulations.
- *(29) Exhibit interpersonal skills to work as an effective team member.
- *(30) Demonstrate support for the School District and its goals and priorities.
- *(31) Sustained focus and attention to detail for extended periods of time.
- *(32) Perform other incidental tasks consistent with the goals and objectives of this position.

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 No. 04

*Essential Performance Responsibilities