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
(2) Possess a current FCCPC, CCAC, ECPC or
(3) Possess a B.A. Degree or AA/AS Degree in Early Childhood/Child Development or
(4) Eligible for Florida Teaching Certification in Pre-Kindergarten, Elementary or Exceptional Student Education.
(5) 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.
* (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 and parents.
* (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*