

# FLAGLER COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

### VPK FACILITATOR

#### QUALIFICATIONS:

*One of the following required credentials:*

- (1) Child Development Associate (CDA) or Florida Child Care Professional Certificate (FCCPC) earned within the last five (5) years; or
- (2) An Associate's Degree or higher in Child Development; or
- (3) An Associate's Degree or higher in an unrelated field, with at least 6 credit hours in early childhood education or child development, and at least 480 hours of experience in teaching or providing childcare services for children any age from birth to 8 years of age

#### KNOWLEDGE, SKILLS AND ABILITIES:

Communicate effectively with all stakeholders in written and oral form, including electronic media, using positive interpersonal skills. Ability to communicate with preschool children in ways that ensure a sense of safety and security. Organize, prioritize, manage and carry out duties efficiently and within established time frames. Ability to establish and maintain collaborative working relationships with all stakeholders. Demonstrate the ability to effectively use technology in daily work

#### REPORTS TO:

Coordinator of Early Childhood Education or designee

#### JOB GOAL

*To provide an educational atmosphere in which students will move toward the fulfillment of their potential for intellectual, emotional, physical, and psychological growth and maturation in accordance with District philosophy, goals, and objectives.*

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Implement lesson plans for children based on individual needs and in accordance with the District's philosophy and federal and state standards.
- \* (2) Provide a safe, nurturing environment that stimulates academic, moral, and social growth.
- \* (3) Prepare for students and classes assigned and show written evidence of preparation upon request of supervisors and administrators.
- \* (4) Cooperate with other members of the staff in planning and use of instructional materials.
- \* (5) Provide for his/her own professional growth through an ongoing program of reading, workshops, seminars, conferences, and/or advanced course work at institutions of higher learning
- \* (6) Meet and instruct assigned classes in the locations and at the times designated and develop and maintain a classroom environment conducive to effective learning
- \* (7) Employ a variety of developmentally appropriate instructional techniques and instructional media to meet the needs and capabilities of the individual or student groups involved.
- \* (8) Establish and maintain high standards of student behavior consistent with district policies and Federal and state guidelines and regulations for preschool children.

**VPK Facilitator (Continued)**

- \* (9) Strive to implement by instruction and action the district's philosophy of education and instructional goals and objectives
- \* (10) Take all necessary and reasonable precautions to protect students, materials, equipment and facilities.
- \* (11) Evaluate student progress on regular basis and providing appropriate feedback to students and parents.
- \* (12) Assist in upholding and enforcing school rules, administrative regulations, and Board policy
- \* (13) Provide guidance to pupils, which will promote their welfare and their proper educational development
- \* (14) Make provisions for being available to students and parents for program-related purposes outside the instructional day when required or requested
- \* (15) Attend and participate in faculty meetings.
- \* (16) Work to establish and maintain open lines of communication with students and their parents concerning the intellectual, social, emotional, physiological and maturational growth of the child.
- \* (17) Establish and maintain cooperative relations with other employees
- \* (18) Maintain and promptly submit accurate, complete, and correct records as required by federal/state guidelines, district policy and administrative regulations.
- (19) Perform other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 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.

\*Essential Performance Responsibilities

**Salary Lane:** Support LDZ

**Approved 06/19/2018**