

## WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

**TITLE:** Child Development Associate (CDA)

**EMPLOYEE CATEGORY:** 5/Instructional Support Personnel

**QUALIFICATIONS:**

1. Possess a high school diploma or equivalent.
2. Possess a current Child Development Associate (CDA) or Child Development Associate Credential or a credential approved by the Department of Children and Family Services as being equivalent to or greater than the Child Development Associate Credential (CDAE).
3. Be at least eighteen years of age.
4. Have two (2) years of documented experience working directly with pre-school children in an organized setting.
5. Formal training in basic first-aid and CPR.

**REPORTS TO:** Pre-K Program Principal

### **JOB GOAL**

To guide students in meaningful, age-appropriate learning activities.

**REQUIREMENTS:**

1. Submit documentation within ninety days of employment of having completed Health Rehabilitative Service's (HRS) thirty-hour certification requirement for pre-school employees.
2. Submit evidence of completing screening forms including fingerprints, local law enforcement check, character affidavit, and other background checks and forms required by HRS.
3. Submit evidence of a physical examination when required.

**SUPERVISES:** N/A

### **PERFORMANCE RESPONSIBILITIES:**

#### **Service Delivery**

1. Assist in teaching prescribed Pre-K curriculum to assigned students. If a lead CDA, teach prescribed Pre-K curriculum to assigned students.
2. Assist in preparing written plans incorporating daily activities that are centered around the curriculum. If a lead CDA, prepare written plans incorporating daily activities that are centered around the curriculum.
3. Requisition supplies and materials necessary for curriculum implementation.
4. Maintain for assigned students files containing: a copy of birth certificate, required health forms, screening information, and applicable registration forms.
5. Assist in activities of daily living, such as toileting and hygiene.
6. Apply positive discipline techniques in working with small and large groups of children.

#### **Inter/Intra-agency Communication and Delivery**

7. Maintain academic records and reports in auditable form.
8. Perform other record keeping, reporting, supervisory duties, and family activities as directed by the Teacher.

9. Assist in contacting parent or guardian at least once a week either in writing, by telephone, or by making a home visit. If a lead CDA, contact parent or guardian at least once a week either in writing, by telephone, or by making a home visit.
10. Incorporate hands-on activities and activities that promote social interaction in the instructional program.

**Employee Qualities/Responsibilities**

11. Set tone and quality of learning environment by establishing the classroom as a place of safety, warmth and acceptance.
12. Model acceptable language, attitudes and behaviors.
13. Work cooperatively as part of the team.
14. Follow progress report guidelines set by Pre-K program.
15. Attend staff meetings, staff development and other recommended trainings.
16. Become knowledgeable about goals in student's IEPs and assist in data collection to monitor progress toward those goals.
17. Attend Individual Education Plan (IEP) meetings if a lead CDA.
18. Adhere to county policies, procedures and philosophy.
19. Contribute to the positive image of the program.
20. Perform other incidental tasks consistent with the goals and objectives of this position.

**System Support**

21. Attend staff meetings.
22. Maintain CDA certification in accordance with School Board and Department of Education requirements.
23. Attend workshops/seminars to enhance professional growth.
24. Perform other duties as assigned by the Superintendent or designee.

**PHYSICAL REQUIREMENTS: Medium Work**

Standing for more than two hours at a time, stooping and bending, ability to reach and grasp objects, manual dexterity or fine motor skills, color vision (the ability to identify and distinguish colors), ability to communicate orally, ability to hear, pushing or pulling carts or other such objects, proofreading and checking documents for accuracy, using a keyboard to enter and transform words or data, using a video display terminal, working in a normal office environment with few physical discomforts, working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions.

Exerting 50 pounds or more of force occasionally and/or 20 pounds of force regularly to move objects.

**TERMS OF EMPLOYMENT: School Year**

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: Annually by the Pre-Kindergarten Principal**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**SALARY ITEM NUMBER: 41**