

SCHOOL DISTRICT OF BRADFORD COUNTY

JOB DESCRIPTION

PRE-KINDERGARTEN SPECIALIST

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Training or experience in child care or related field.
- (3) Child Development Associate's Certificate or equivalent.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to listen and interact effectively with children and parents. Ability to communicate effectively orally and in writing. Ability to make home visits with own transportation. Ability to implant developmentally appropriate curriculum.

REPORTS TO:

Lead Teacher

JOB GOAL

To implement developmentally appropriate curriculum for students with the direction of the Lead Teacher of Early Childhood.

SUPERVISES:

Paraprofessional

PERFORMANCE RESPONSIBILITIES:

- * (1) Develops classroom learning activities.
- * (2) Supervise children inside and outside, including, but not limited to, bus duty, recess, field trips, classroom activities, and cafeteria.
- * (3) Maintain accurate records, as assigned by the Lead Teacher.
- * (4) Assess and evaluate learning.
- * (5) Prepare materials for use in the program.
- * (6) Maintain an attractive and orderly environment.
- * (7) Identify and attend to children's health and hygiene needs.
- * (8) Provide individual and small group help in learning activities.
- (9) Communicate with parents.
- * (10) Maintain strict confidentiality of student records and data.
- * (11) Participate in in-service training.
- * (12) Visit each child's home in accordance with provisions of the Early Childhood Program.
- (13) Perform other incidental tasks consistent with the goals and objectives of this position.



PRE-KINDERGARTEN SPECIALIST (Continued)

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.

*Essential Performance Responsibilities

Job Description Supplement Code 5