

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

CHILD DEVELOPMENT ASSOCIATE – CDA (TEACHER), PRE-KINDERGARTEN

QUALIFICATIONS:

- (1) Child Development Associate certification by the National Association for Education of Young Children or AA Degree with 6 credit hours in Early Childhood Education Development.
- (2) 480 hours experience working with pre-school age children.
- (3) 40 hours childcare training through Department of Children and Families.
- (4) 5 hours Emergent Literacy for Voluntary Pre-Kindergarten.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge about child development and appropriate activities for young children. Ability to relate to children and parents from a variety of backgrounds. Good oral and written communication skills. Ability to plan and implement a developmentally appropriate curriculum for pre-school students. Good interpersonal skills. Willing to participate in District in-service programs.

REPORTS TO:

Principal

JOB GOAL

To provide a flexible pre-kindergarten program and class environment favorable to learning and personal growth of students; to motivate students to develop communication abilities, attitudes, skills and knowledge needed to provide a good foundation for further participation in the total school program, in accordance with each student's ability. To build strong ties between home and school; to establish good relationships with parents and with other staff members.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Provide learning experiences in language arts, physical education, art, music, health, and other subject matter suited to the needs of students.
- * (2) Develop and use instructional materials suitable for verbal or visual instruction of students with wide range of mental, physical, and emotional maturities.
- (3) Utilize classroom management techniques conducive to an effective classroom environment.
- * (4) Develop in each student an awareness of his / her worth as an individual and his / her role in the family and community.
- * (5) Encourage students to express themselves creatively in art, music and dramatic play.
- * (6) Provide individual and small group instruction designed to meet individual needs of students in communication skills, health habits, physical skills, and development of

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- satisfactory self-concepts. Work with other support personnel / agencies to promote this goal.
- * (7) Enrich educational program through study trips to community resources such as museums, parks, zoos, and through classroom visits by resource persons from the school and community. Share and interpret these experiences with students and parents.
 - * (8) Plan and coordinate the work of aides, assistants, parents, and volunteers in the classroom and on field trips in order to obtain the maximum benefit from their efforts.
 - * (9) Develop activities for parents which promote parent participation and involvement in education activities provided for their children.
 - (10) Communicate regularly with parents by means of parent meetings, newsletters, home visits, and individual parent conferences.
 - (11) Interpret school program to parents in order to strengthen parental understanding of the individual student's needs and the school's role in the individual's life.
 - *(12) Provide appropriate climate to establish and reinforce acceptable student behavior, attitudes, and social skills.
 - (13) Cooperate with other professional staff members in assessing and helping students solve health, attitude and learning problems.
 - *(14) Create an effective environment for learning through functional and attractive displays, interest centers, and exhibits of students' work.
 - (15) Maintain professional competence through in-service education activities provided by the District, and through self-selected professional growth activities. (A minimum of 10 hours per year)
 - (16) Select and requisition books, instructional aids, instructional supplies, and food.
 - (17) Participate in curriculum and other developmental programs as appropriate.
 - (18) 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, 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