**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 6642
Pay Grade: D07

FLSA: Non-Exempt

# GROUP ASSISTANT, CHILD CARE PROGRAM

**REPORTS TO:**
Principal
Program Coordinator, Early Childhood Education

**SUPERVISES:**
Not Applicable

**QUALIFICATIONS:**
High School Diploma or possession of a GED, plus some experience in activities related to the below-mentioned duties and responsibilities. In addition, for Teenage Parent Programs and Employee Child Care, successful completion of forty (40) clock hours in childcare workers' training that includes ten (10) clock hours of infant training and five (5) clock hours of early literacy training. Must begin training within ninety (90) days of employment and be completed within the first year. Must be cleared to work by the Department of Children and Family.

**PREFERRED**:
Formal training in basic first aid and CPR.

## MAJOR FUNCTION

Child Care Programs: Performs varied and responsible duties as a member of the childcare team in a Child Care Program. Major duties are instructional and involve supervising large and small groups of preschool or school-aged children. Work is performed under the supervision of a Site Coordinator, Teacher, Group Leader, or Child Development Associate (CDA).

Teenage Parent Programs: Performs varied and responsible duties as a member of the childcare team in the Teenage Parent Programs. Major duties are related to the total care of the infants and toddlers in these programs. Assists in the implementation of curriculum and related activities. Work is performed under the supervision of the Teenage Parent Social Worker and the Teenage Parent Teacher.

## ESSENTIAL RESPONSIBILITIES

- Provides supervision of children's activities as assigned by the Site Coordinator, Teacher, or Group Leader.
- Plans, prepares, and implements activities appropriate for the designated age groups.
- Assists children in maintaining the set standards of behavior using positive disciplinary methods and reinforcement strategies.
- Administers medication as described in the Pinellas County School Board Policy Manual.
- Cooperates with other program staff to create and maintain a harmonious and efficient environment.
- Interacts positively with parents and refers appropriate questions and concerns to the Site Coordinator, Teacher, Group Leader, or Program Leader.
- Performs clerical and housekeeping duties as assigned.
- Attends all staff meetings and training sessions.
- Participates in planning program curriculum as assigned.
- Participates in parent contact and communication as required.
- Works cooperatively as part of the childcare team.
- Adheres to county policies, procedures, and philosophy.
- Contributes to the positive image of the program.
- Performs other related duties as assigned.

Teenage Parent Programs: In addition to the above, a Group Assistant in the Teenage Parent Program will be responsible for the following:

- Provides the total basic care needed by the infants and toddlers (i.e., feeding, bathing, changing diapers, meeting emotional needs, and infant stimulation).
- Assists childcare cooperative education students as required by the childcare teacher.

| ESSENTIAL RESPONSIBILITIES (CONTINUED) |
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| Child Care Program: In addition to the above, a Group Assistant at the Employee Child Care Center will be responsible for the following:<br>• Ensures the facility remains in compliance with licensing.<br>• Provides the total basic care needed by the children in care.<br>• Assists CDA in all aspects of the classroom.<br>• Ensures the facility remains in compliance with licensing. |
| **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 established by the district.*<br><br>*Performance of the job will be evaluated in accordance with provisions of the school board's policy on evaluation of personnel.*<br><br>*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.* |
| **HISTORY OF JOB CLASSIFICATION** |
| ISSUED: 9/89 PBL; BOARD APPROVED: 9/27/89; REVISED: 3/90 PBL; BOARD APPROVED: 3/28/90; REVISED: 5/90 BMP; BOARD APPROVED: 6/13/90; REVISED: (D&R ONLY) 10/95 PBL; SAL SCH CHNG; BOARD APPROVED: 8/26/97; REVISED WC: 8/04 LM; MQ REVISED: 3/05 AK; BOARD APPROVED: 4/12/05; REVISED: FORMAT, RT, MQ, MF, ER 4/8/24 PT; BOARD APPROVED: 04/23/24; REVISED PG, MF, ER 5/6/25 MV; BOARD APPROVED: 5/13/25 |

| WORKING CONDITIONS & PHYSICAL EFFORT: | Seldom Or Never | Monthly | Weekly | Daily | Hourly |
|---|---|---|---|---|---|
| 1. Lift objects weighing up to 20 pounds | | | | | X |
| 2. Lift objects weighing 21 to 50 pounds | | | | X | |
| 3. Lift objects weighing 51 to 100 pounds | X | | | | |
| 4. Lift objects weighing more than 100 pounds | X | | | | |
| 5. Carry objects weighing up to 20 pounds | | | | | X |
| 6. Carry objects weighing 21 to 50 pounds | | X | | | |
| 7. Carry objects weighing 51 to 100 pounds | X | | | | |
| 8. Carry objects weighing 100 pounds or more | X | | | | |
| 9. Standing up to one hour at a time | | | | X | |
| 10. Standing up to two hours at a time | | | | X | |
| 11. Standing for more than two hours at a time | | | | X | |
| 12. Stooping and bending | | | | | X |
| 13. Ability to reach and grasp objects | | | | | X |
| 14. Manual dexterity or fine motor skills | | | | | X |
| 15. Color vision, the ability to identify and distinguish colors | | | | | X |
| 16. Ability to communicate orally | | | | | X |
| 17. Ability to hear | | | | | X |
| 18. Pushing or pulling carts or other such objects | | | | X | |
| 19. Proofreading and checking documents for accuracy | | | | X | |
| 20. Using a computer to enter and transform words or data | | | X | | |
| 21. Using various technology tools | | | X | | |
| 22. Working in a normal office environment with few physical discomforts | | | | X | |
| 23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions | | | | X | |
| 24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions | X | | | | |
| 25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls | X | | | | |
| 26. Operating automobile, vehicle, or van | X | | | | |
| 27. Other physical, mental or visual ability required by the job | X | | | | |