

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### PRE-SCHOOL/CHILD CARE AIDE

**SALARY SCHEDULE: SSP-7**

**COST CENTER: DISTRICT-WIDE**

**QUALIFICATIONS:**

- (1) High School Diploma
- (2) Possess a current CDA or CDS certificate or equivalent waiver or
- (3) Possess a B.A. Degree or AA/AS Degree in Early Childhood/Child Development or
- (4) Eligible for Florida Teaching Certification in Pre-Kindergarten, Elementary or Exceptional Student Education.
- (5) Must be able to communicate effectively

**KNOWLEDGE, SKILLS AND ABILITIES:**

Basic knowledge and understanding of children. Knowledge of general computer use. Ability to follow directions. Ability to work independently.

**REPORTS TO:**

Principal or Designee

#### JOB GOAL

To perform routine tasks independently as assigned under the direction of a certified staff member.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Assist in the supervision of students as assigned.
- \* (2) Maintain a safe, healthy learning environment and supervise children in all learning activities.
- \* (3) Plan for and provide developmentally-appropriate learning activities.
- \* (4) Supervise outdoor activities.
- \* (5) Appraise student needs.
- \* (6) Assist in serving meals and snacks.
- \* (7) Assist children with personal hygiene.
- \* (8) Establish, where feasible, relationships with families of students.
- \* (9) Perform clerical duties as assigned.
- \* (10) Assist in creating a safe learning environment.
- \* (11) Implement classroom activities as directed.
- \* (12) Assist staff members with behavioral management.
- \* (13) Assist with the development of instructional materials.
- \* (14) Assist with the preparation of accurate records and reports.
- \* (15) Assist with assessing student progress.
- \* (16) Communicate effectively with staff and parents.
- \* (17) Use specialized equipment as required.
- \* (18) Intervene, when appropriate, to situations concerning discipline of students.
- \* (19) Demonstrate initiative in the performance of assigned responsibilities.

**PRE-SCHOOL/CHILD CARE AIDE (Continued)**

- \*(20) Provide for a safe and secure workplace.
- \*(21) Model and maintain high ethical standards.
- \*(22) Follow attendance, punctuality and proper dress rules.
- \*(23) Maintain confidentiality regarding school matters.
- \*(24) Maintain positive relationships with staff and vendors.
- \*(25) Participate in workshops and training sessions as required.
- \*(26) Keep supervisor informed of potential problems or unusual events.
- \*(27) Respond to inquiries and concerns in a timely manner.
- \*(28) Follow all School Board policies, rules and regulations.
- \*(29) Exhibit interpersonal skills to work as an effective team member.
- \*(30) Demonstrate support for the School District and its goals and priorities.
- (31) 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 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.

**Job Description Supplement No. 04**

\*Essential Performance Responsibilities