

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6278
Pay Grade: D08

FLSA: Non-Exempt

CHILD DEVELOPMENT ASSOCIATE

MAJOR FUNCTION:

- In a Voluntary Pre-Kindergarten (VPK) Program:
Performs instructional duties as a member of a co-teach team. Collaborates in curriculum, planning, and implementation of related activities. Work is performed in collaboration and under the general direction of the teacher.
- In a Varying Exceptionalities/Private Pay (VE/PP) Program (Title I)
Performs instructional duties as a member of a team. Collaborates in curriculum, planning, and implementation of related activities. Work is performed in collaboration and under the general direction of the teacher.

DUTIES AND RESPONSIBILITIES:

- Collaborates with the Teacher and is responsible for planning, preparing and implementing the curriculum of the program.
- Constructs, selects, and maintains appropriate instructional materials and strategies to assist students in meeting education standards. Florida Voluntary Prekindergarten education standards are utilized in the VPK classroom. Florida School Readiness Performance Standards for 3-, 4- and 5-year-old Children are utilized in the VE/PP (Title I) classroom.
- Maintains attendance records for a designated group of children.
- Confers on an ongoing basis with the Teacher and support personnel about student progress and instructional strategies.
- Communicates effectively on an on-going basis with families.
- Performs other record keeping, reporting, supervisory duties, and family activities as directed by the Teacher or Program Coordinator.
- Assists in activities of daily living, such as toileting and hygiene.
- Works cooperatively as part of the team.
- Applies positive discipline techniques in working with small and large groups of children.
- Attends staff meetings, staff development and other recommended trainings. A CDA in a VPK classroom will also attend Individual Education Plan (IEP) meetings.
- Adheres to county policies, procedures, and philosophy.
- Contributes to the positive image of the program.
- Performs related work as required.

CHILD DEVELOPMENT ASSOCIATE

MINIMUM QUALIFICATIONS:

- In a Voluntary Pre-Kindergarten (VPK) Program:
Graduation from high school or possession of a GED. Holds 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), plus one (1) year of experience in working with pre-school or elementary school-aged children. Completion of the Florida Voluntary Prekindergarten Education Standards and Emergent Literacy Training.
- In a Varying Exceptionalities/Private Pay (VE/PP) Program (Title I):
Sixty (60) credit hours of college training substantiated by a transcript from an accredited college or university. Holds 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), plus one (1) year of experience in working with pre-school or elementary school-aged children. Completion of the Florida Voluntary Prekindergarten Education Standards and Emergent Literacy Training.

PREFERRED:

In a Voluntary Pre-Kindergarten (VPK) Program: Course work leading towards a degree in early childhood, beyond the CDA/CDAE coursework. Formal training in basic first aid and CPR.

ISSUED: 10/06 AK; BOARD APPROVED: 10/10/06. REVISED MF, D& R, MQ's and PQs: 05/09 RAS;
BOARD APPROVED: June 17, 2009

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

CHILD DEVELOPMENT ASSOCIATE

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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 keyboard to enter and transform words or data				X	
21. Using a video display terminal			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				

Child Development Associate – PESPA