

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Union

PRE-KINDERGARTEN ASSISTANT

Required Qualifications:

- Child Development Associate (CDA) or Child Development Associate Equivalent (CDAE) credential and completion of the DOE Emergent Literacy Course or equivalent according to Federal guidelines
- Ability to communicate effectively with others in written and oral form, including electronic media, using positive interpersonal skills

Desired Qualifications:

- Associate's degree or higher in Early Childhood Education or a related field
- Two (2) years successful experience in an early childhood program
- Ability to cooperatively assist the teacher and support students from diverse cultural, and socioeconomic and educational backgrounds
- Exhibit knowledge of federal and state guidelines related to prekindergarten services
- Ability to effectively use technology

Performance Responsibilities:

- Assist the teacher with maintaining a safe classroom environment conducive to effective learning
- Assist with duties that require supervision of students.
- Assist the teacher in checking student comprehension and/or understanding of concepts
- Assist with implementing educational and instructional goals and objectives consistent with state and district standards
- Assist with implementation of lesson plans for students based on individual needs
- Assemble, adjust, and maintain equipment used in the program (including adaptive equipment)
- Provide assistance, support, and monitoring for individual and/or small groups of students as directed by and under the supervision of the teacher
- Assist with effective utilization of media and technology in the classroom
- Assist students with the learning and development of skills
- Assist students with personal and self-care needs (toileting, diapering, lifting, feeding, etc.)
- Assist the teacher with appropriate screenings/progress monitoring of students
- Perform other duties as assigned by the site administrator, program director, supervisor and/or designee

Physical Demands:

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 regularly or as needed to move objects

Reports to:

Reports directly to the site administrator, program director and/or designee

Evaluation:

Annual evaluation done by the site administrator and/or designee with input from the Director of Exceptional Student Education and Student Services

Terms of Employment:

- 10-month employment

Salary:

Salary based upon approved salary schedule – Noninstructional Level N

Job Code:

55051

Board Approved: 10/06/2015

Revised: 04/27/2021