



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Teacher Assistant – Early Childhood Education (Pre-K)
JOB CODE: OO-031
CLASSIFICATION: Non-Exempt
PAY GRADE: 13
BARGAINING UNIT: BTU-ESP
REPORTS TO: School Principal
CONTRACT YEAR: Ten (10) Months

POSITION GOAL:

To assist the Early Childhood Teacher with day-to-day activities.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Teacher Assistant – Early Childhood Education (Pre-K) shall carry out the performance responsibilities listed below:

- Practice appropriate interaction and language with students.
- Exercise responsibility for the safety and welfare of students.
- Maintain job related certifications required by the State of Florida, as applicable.
- Assist in the implementation of programs developed by the teachers to reach educational objectives.
- Prepare and utilize instructional materials and teaching aids in conjunction with the teacher.
- Assist students with teacher planned activities.
- Take an active role in helping the teacher plan instructional activities.
- Follow up lesson presented by the teacher when provided with guidelines by the teacher.
- Supervise small group discussion and activities under the direction of the teacher.
- Work with individual students, based on developmental needs, under the direction of the teacher.
- Collaborate with the teacher in the planning and implementation of some activities.
- Select specific supplementary materials for utilization in the instructional program as directed by the teacher.
- Assist teachers with parent activities.
- Supervise and dine with children during mealtime and encourage good eating habits.
- May provide assistance, as required with activities of daily living which may include any or all of the following:
 - Assist with personal hygiene and restroom functions, which may include diapering and catheterization.
 - Provide mobility assistance including lifting, positioning or transferring student.
 - Assist with activities related to seizure control.
 - Assist with feeding needs, which may include suctioning.
 - Assist with adaptive equipment needs.
 - Provide behavioral assistance, which may include utilizing positive support strategies.
- Maintain a neat and orderly work environment.
- Perform and promote all activities in compliance with the equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
- Participate in professional learning programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow Federal and State laws, including Head Start/Early Head Start Performance Standards, if applicable, as well as School Board policies.
- Perform other duties as assigned by School Principal and Assistant Principal or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program and must hold and maintain a valid State of Florida Child Development Associate (CDA) credential, or equivalent certification in accordance with the Head Start Performance Standards.
Or
- An earned associate's degree or higher from an accredited institution.
And
- If additional hours of continuing education are mandated by program funding source, they must be obtained within the required time frame for continuing active employment in the position.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Prior experience working with children.
- Bilingual skills.

SIGNIFICANT CONTACTS— frequency, contact, purpose, and desired end result:

On a daily basis, works with the assigned Early Childhood Education Teacher to provide care and supervision to students. Frequently interacts with other personnel within the assigned school in performing daily work routine. May periodically communicate on a limited basis with parents under the direction of assigned Early Childhood Education Teacher.

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force as frequently and/or up to 10 pounds of force 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 School Board.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 1/18/12

Board Adopted: 2/22/12

Board Approved: 5/7/13

Board Adopted: 6/11/13

Title Revised: 6/5/14

Board Approved: 4/23/19

Board Adopted: 5/21/19

Board Approved 10/2/2019

Board Adopted 11/6/2019