RICHLAND SCHOOL DISTRICT TWO

JOB DESCRIPTION

4K Child Development Eligibility Tester Supplemental Position

DEPARTMENT: Academics	**SCHEDULE:** Supplemental
REPORTS TO: Director of Child Development	**WORKDAYS:** Varied
CLASSIFICATION: Certified	**FLSA STATUS:** N/A
PCS CODE: N/A	**DATE:** October 2026

Our Mission: In partnership with our community, we empower students to discover their potential and prepare for a successful future.

Our Core Values: Belonging, Learning, Continuous Improvement, and Joy

Our Vision: Richland Two is a dynamic school district committed to creating an environment where students feel connected, engaged, and supported so that they can experience academic and personal achievement.

POSITION SUMMARY

Under general supervision, administers screening instruments to preschool children who have applied for entrance to the District 4K Child Development program. Creates a positive climate to ensure students participate appropriately in the testing sessions. Assists in the review of testing results; contributes expertise in early childhood instruction to the eligibility determination process. Available a minimum of two (2) days per week during the testing season, February through June.

MINIMUM REQUIREMENTS

Education:
A bachelor's degree is required.
Certification/License:
A current or previous South Carolina Professional Educator certificate is required.
Must possess a valid South Carolina driver's license or a government-issued picture ID.
Work Experience:
Experience as a certified teacher or instructional support educator (i.e., speech-language pathologist, school psychologist); or an appropriate combination of education, training, and certification requirements that provide the required knowledge, skills, and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated knowledge in Early Childhood education components relevant to assigned students.
- Knowledge of District policies and Child Development program compliance requirements applicable to the position.
- Proficient knowledge and use of computer applications and testing protocols relevant to the position.

- Ability to motivate students to perform required tasks in a testing environment.
- Ability to communicate effectively with students, parents, school, and District staff in oral and written form.
- Ability to anticipate work to be completed and initiate proper and acceptable direction for the completion of work with little to no supervision and instruction.
- Ability to maintain high standards of confidentiality, organization, accuracy, and timeliness in exercising duties.
- Ability to manage frequent interruptions in a flexible manner and difficult, stressful situations professionally and appropriately.
- Ability to work independently and as a productive member of a team.
- Ability to thrive in a fast-paced, continually changing work environment.

ESSENTIAL DUTIES

- Administers required tests to preschool-age children to assist in determining eligibility for the District Child Development program.
- Integrates a variety of testing instruments and technology applications to engage students in the evaluation process.
- Ensures a safe, positive environment that encourages students to appropriately participate in the testing process.
- Advises parents and/or legal guardians as to the testing and admissions process, as requested by the Director of Child Development.
- Adheres to the highest standards of confidentiality concerning sensitive matters, students, and staff.
- Demonstrates prompt, regular attendance and is available to work in person on-site at assigned times and locations.
- Presents a positive image of Richland School District Two and complies with District Board policies at all times.
- Willingly performs other duties as assigned by the supervisor.

PHYSICAL ABILITIES AND WORKING CONDITIONS

The physical abilities and working conditions are representative of, but not intended to be, an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, Local, or District authorities, the requirements of this position may change to best serve the needs of our students.

Vision: Ability to read small print and view a computer screen for prolonged periods of time.
Hearing: Ability to tolerate exposure to noisy conditions.
Speech: Ability to be understood in face-to-face communications and to speak with a level of proficiency and volume to be understood over a telephone, computer, or virtual setting.
Upper Body Mobility: Ability to use hands to grasp and manipulate small objects; manipulate fingers; twist and bend at wrist and elbows; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.
Strength: Ability to lift, push, pull, and/or carry objects that weigh fifteen (15) or more pounds on a frequent basis.
Environmental Requirements: Ability to work independently; work cooperatively with others; work indoors; work outdoors as necessary for the position.

Mental Requirements: Ability to read, write, understand, interpret, and apply information on a moderately complex level essential for successful job performance; math skills at a proficiency level appropriate to the position; sound judgment; the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records. Understands and adequately manages stressful situations.
Additional Work Conditions and Physical Abilities: Travel among District schools may be required. Reliable transportation is required.

Richland School District Two is committed to providing equal access to educational and employment opportunities regardless of race, color, religion, national origin, disability, pregnancy, age, sex, sexual orientation, gender identity status, spousal affiliation, or any other protected characteristic, as may be required by law. As required by Title IX and its implementing regulations, 34 C.F.R. Part 106, Richland School District Two does not discriminate on the basis of sex in its educational programs and activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities, and requirements of the position. It is not intended to be, nor construed to be, an all-inclusive list of the knowledge, skills, abilities, essential duties, physical abilities, and/or working conditions associated with the position. District management/administration reserves the right to modify, add, or remove duties and assign other duties as necessary.

Original Date: October 2026