VPK ASSISTANT EDUCATOR

JOB DESCRIPTION

DIVISION: Instructional Services	**GRADE:** White Collar – Level II
DEPARTMENT: Pre-Kindergarten Programs	**WORK DAYS:** 190
REPORTS TO: Director of Pre-Kindergarten Programs	**FLSA STATUS:** Non-Exempt
ESSENTIAL PERSONNEL: No	

POSITION SUMMARY

To assist in providing a quality and comprehensive early childhood educational experience for the children and families of the Martin County School District Pre-Kindergarten Programs.

MINIMUM REQUIREMENTS

- High School Diploma or GED.
- Minimum 40 Hour Florida DCF Child Care Training. Training must be initiated within 90 days of employment and be completed within one year of employment
- Ability to effectively communicate orally and in writing
- Interpersonal and communication skills necessary to work with culturally diverse children and families
- Possess First Aid and CPR certificate or obtain within 90 days of employment

CERTIFICATION: N/A

WORK EXPERIENCE: Experience with preschool children and their families

PREFERRED QUALIFICATIONS

- Associate degree or higher
- Ability to use a computer and current software (ex. MS Office Suite, Google Suite and Email)
- Florida Child Care Professional Credential (FCCPC) or National Child Development Associate (CDA)
- Knowledge of child growth and development
- Knowledge of developmentally appropriate practices
- Knowledge of prescribed curriculum
- Ability to plan, prioritize and implement activities
- Bilingual

SUPERVISES

N/A

ESSENTIAL DUTIES

- Assist VPK Educator in planning, conducting and organizing program activities in accordance with Florida Standards for Four Year Olds
- Assist VPK Educator in preparing lesson plans and implementing curriculum activities
- Assist VPK Educator in observation regarding children's health, behavior and development
- Use supervision techniques and maintain classroom behavior
- Attend professional training workshops and staff meetings
- Perform other duties as assigned

BOARD APPROVED: 5/17/2022

Professionalism:

- Demonstrates prompt and regular attendance
- Maintains confidentiality in all district matters
- Models ethical behavior and displays leadership qualities
- Effectively communicates a team attitude

Working Conditions: Normal office and school environment and /or classroom environment.
Physical Demands: Routine physical activity associated with normal office and school environment.
Medium Work: Involves exerting up to 20 to 50 pounds of force occasionally or up to 10 to 15 pounds of force frequently.
Vision: (Which may be corrected) to read small print; view a computer screen for prolonged periods.
Hearing: (Which may be corrected) to answer telephones and tolerate exposure to noisy conditions.
Speech: To be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.
Upper Body Mobility: Use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.
Environmental Conditions: Encounter constant work interruptions; work cooperatively with others; work independently; work indoors.
Minimum Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; judgment and 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.

Persons new, rehired or transferred to the job classification **may** be subject to a physical demand testing requirement to confirm they are capable of the required physical demands of this position.

Martin County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.