

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

LEADER, ACTIVITY -- HEAD START, EXTENDED DAY

JOB DESCRIPTION

JOB CODE:	910311	BARGAINING UNIT ELIGIBILITY:	Yes
FLSA:	Non-Exempt	PAY GRADE:	23
		SALARY SCHEDULE:	Education Support Professionals

QUALIFICATIONS:

- 1) High School Diploma or GED. Evidence of completion of Early Childhood Certification program.
- 2) Minimum of one (1) year successful experience in an early childhood education setting.
- 3) Pediatric First Aid/CPR Certification.
- 4) National CDA credentials or higher, preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the Head Start Performance Standards, developmentally appropriate practices, basic child care practices and behavior management. Ability to relate to and work with young children and adults in a positive manner. Possess basic English, computer and mathematics skills. Ability to follow written and verbal instructions. Basic knowledge of technology and ability to apply knowledge to assigned areas of responsibility. Ability to perform clerical tasks. Planning and organizational skills. Knowledge of operation of office and audio-visual equipment. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with students, parents, staff, and administrators.

REPORTS TO:

Work-Site Supervisor

JOB GOAL

To plan, coordinate and deliver program services for Head Start/VPK children and their families.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Assist staff in the implementation of the content area performance standards.
- *(2) Assume lead role in conducting Extended Day Early Childhood program.
- *(3) Assist the Head Start teacher in all responsibilities of the Head Start Program.
- *(4) Comfort and assist children who become ill or have other emergencies.
- *(5) Accompany groups of children to support development of self-help skills.
- *(6) Assist pupils at breakfast, lunch and snack and be responsible for cleaning up after each meal.
- *(7) Maintain program inventory.
- *(8) Plan and implement children's special projects, display work on bulletin boards.

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- * (9) Be responsible for the supervision and safety of students in accordance with the Head Start performance standards.
- * (10) Assist the teacher as well as the health personnel with developmental screenings/assessments.
- * (11) Plan and implement enrichment activities for participants in the EDEP program or regular Head Start classes.
- * (12) Develop and submit monthly lesson plans appropriate to the development level of participants.
- * (13) Maintain accurate contact information on parents of Head Start EDEP participants.
- * (14) Provide assistance to other personnel as needed.
- * (15) Assist or substitute in regular Head Start classroom.
- * (16) Assist with maintaining required documents, enter data on individual children.
- * (17) Serve on school/district committees as required or appropriate.
- * (18) Adhere to applicable safety standards.
- * (19) Assist in maintaining a clean and orderly environment.
- * (20) Attend all staff meetings and workshops.
- * (21) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (22) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (23) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (24) Demonstrate initiative in the performance of assigned responsibilities.
- * (25) Demonstrate support for the school district and its goals and priorities.
- * (26) Exhibit interpersonal skills to work as an effective team member.
- * (27) Follow attendance, punctuality and proper dress rules.
- * (28) Maintain confidentiality regarding school/workplace matters.
- * (29) Maintain expertise in assigned area.
- * (30) Manage time efficiently.
- * (31) Model and maintain high ethical standards.
- * (32) Participate in cross-training activities as required.
- * (33) Participate successfully in required training programs offered to increase skill and proficiency related to assignment.
- * (34) Prepare all required reports and maintain updated and accurate records.
- * (35) Represent the District in a positive and professional manner.
- * (36) Respond to inquiries and concerns in a timely manner.
- (38) Perform other duties as assigned.
- * (37) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Medium Work: 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 as needed to move objects.

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TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 04

Adopted 8/2/11