

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

INSTRUCTOR -- VOLUNTARY PRE-KINDERGARTEN (VPK)

JOB DESCRIPTION

JOB CODE: 550512 **BARGAINING UNIT ELIGIBILITY:** Yes
FLSA: Exempt **PAY GRADE:** 25
SALARY SCHEDULE: Education Support Professionals

QUALIFICATIONS:

- (1) Child Development Associate (CDA) Credential issued by the National Credential Program of the Council for Professional Recognition; or Florida Child Care Professional Credential (FCCPC); or National Early Childhood Certificate (NECC); or Associate Degree in Childhood Development or Early Childhood Education.
- (2) Minimum of completion of two (2) courses in Emergent Literacy for VPK Instructors or Implementing the Florida Early Learning and Development Standards in Preschool Classrooms: 3 year olds old to kindergarten.
- (3) DCF Affidavit of Good Moral Character;
- (4) Must be able to pass a DCF background screening with an "Eligible" status for the DCF General, Childcare, and Substance Abuse items.
- (5) Minimum of two (2) year successful experience in teaching or assisting in VPK or a public or private childcare center; experience working in an early childhood educational setting, preferred.
- (6) Pediatric First Aid/CPR Certification, preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the Florida Standards and age-appropriate curricula. Ability to lead in the planning, teaching and organizing of program activities. Ability to direct the work of VPK assistants and volunteers. Ability to communicate effectively both orally and in writing. Skill in use of computers, software applications and other technology. Ability to relate to and work with young children and adults in a positive manner. Ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies.

REPORTS TO:

Principal

JOB GOAL

To provide high quality and age-appropriate program services for preschool children in accordance with Florida Standards.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Provide developmentally appropriate early learning opportunities for preschool children.
- *(2) Implement the content area performance standards in the classroom.

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- * (3) Direct the work of assistances and volunteers.
- * (4) Use effective teaching strategies to promote kindergarten readiness.
- * (5) Assess, monitor, and track students' performance.
- * (6) Perform screenings and assessments and, in a timely manner, input and maintain accurate data of screenings/assessments, attendance, and other requirements, as assigned.
- * (7) Develop lesson plans and implement the curriculum.
- * (8) Maintain program inventory.
- * (9) Be responsible for the supervision and safety of students inside and outside the classroom.
- * (10) Adhere to applicable safety standards.
- * (11) Attend all staff meetings and workshops.
- * (12) Assist with maintaining a clean and orderly environment.
- * (13) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (14) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (15) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (16) Demonstrate initiative in the performance of assigned responsibilities.
- * (17) Demonstrate support for the school district and its goals and priorities.
- * (18) Exhibit interpersonal skills to work as an effective team member.
- * (19) Follow attendance, punctuality and proper dress rules.
- * (20) Maintain confidentiality regarding school/workplace matters.
- * (21) Maintain expertise in assigned area.
- * (22) Manage time efficiently.
- * (23) Model and maintain high ethical standards.
- * (24) Participate in cross-training activities as required.
- * (25) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (26) Prepare all required reports and maintain updated and accurate records.
- * (27) Represent the District in a positive and professional manner.
- * (28) Respond to inquiries and concerns in a timely manner.
- (29) Perform other duties as assigned.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects.

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.

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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 3/16/21