

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

FAMILY SERVICES CENTER CHILD CARE INSTRUCTOR

QUALIFICATIONS

- (1) Associate's Degree from an accredited institution.
- (2) Child Development Associate's Credential or Florida C.D.A. Equivalent Certificate.
- (3) Three year's experience in Pre-kindergarten, as a child care worker, or in a related field.
- (4) Demonstrated skill in planning, implementing, and evaluating activities.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to relate to and work with pre-school age children and their parents. Ability to communicate effectively orally and in writing. Knowledge of child growth and development. Knowledge of group dynamics and multi-cultural diversity.

REPORTS TO:

Coordinator, Teenage Parent Program

JOB GOAL

To provide a developmentally-appropriate program for children of teenage parents in an attractive, nurturing environment.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES

- (1) Supervises child care assistant/s.
- (2) Prepares and implements lesson plans that are developmentally appropriate.
- (3) Sets up classroom and prepares materials for learning activities.
- (4) Supervises children in the classroom and on the playground.
- (5) Participates in inservice training programs and in internal staff activities.
- (6) Maintains, with confidentiality, records, files, reports and statistics.
- (7) Works extra hours in emergency situations.
- (8) Assists Teen Parent Program students with laboratory experiences.
- (9) Demonstrates exemplary behavior and social skills worthy of emulation by children and students.
- (10) Demonstrates compliance with rules, regulations and standards governing operation of the center.
- (11) Interacts and communicates with parents in a positive manner.
- (12) Assumes responsibility for maintaining C.D.A. credential and/or other required certification.
- (13) Performs other duties assigned by the Teen Parent Program Coordinator.

Board Approved April 20, 1998

Amendment Board Approved April 15, 2003

Amendment Pending Board Approval August 17, 2004

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(14) Other duties assigned by the immediate administrator or supervisor.

PHYSICAL REQUIREMENTS:

Light 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.

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan, pay grade 11-23, 27 (B.S. Degree)

10 months

7.5 hours per day

EVALUATION:

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

**Board Approved April 20, 1998
Amendment Board Approved April 15, 2003
Amendment Pending Board Approval August 17, 2004**