

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Job Description

**Early Head Start Caregiver*
Prekindergarten Services Department**

Salary Schedule: School Related Personnel - HS	Number of Work Days As Contracted – 10 Month Daily Work Hours: 7.5	FLSA Status – Nonexempt
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JOB GOAL: Responsible for leading children toward the fulfillment of their potential for intellectual, social, emotional, physiological growth, and maturation and for assisting families to receive comprehensive services

REQUIRED QUALIFICATIONS:

1. Associate in Arts (A.A.)/Associate in Science (A.S.) in Early Childhood
OR
Associate in Arts (A.A.)/Associate in Science (A.S.) with a Child Development Associate Credential (CDA) or Child Development Associate Equivalent (CDAE) Credential
OR
An Associate in Arts (A.A.)/Associate in Science (A.S.) and agree to earn a CDA/CDAE Credential within two (2) years of employment: An employee must enroll in a CDA/CDAE program within the first year of employment and must complete all requirements for the credential and obtain the certificate by the end of the second year of employment.
2. Initial health examination that includes screening for tuberculosis
3. Valid Florida driver’s license and record of safe driving

DESIRED QUALIFICATIONS:

1. Previous training and/or experience working with infants, toddlers, and/or prekindergarten children
2. Experience working with low-income families
3. Individual is representative of the population being served
4. Bilingual
5. Satisfactory completion of American Red Cross First Aid and Cardiopulmonary Resuscitation (CPR) course for infants and toddlers

KNOWLEDGE, SKILLS, and ABILITIES

1. Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes
2. Ability to communicate effectively with all stakeholders in written and oral form, including electronic media, using positive interpersonal skills
3. Capacity to perform physical requirements necessary to care for infants and toddlers
4. Demonstrate knowledge of infant and toddler development and care
5. Ability to effectively use technology
6. Ability to function as an effective team member with co-workers and the community to build productive, collaborative relationships and to achieve program goals and objectives

7. Ability to communicate with preschool children in ways than ensure a sense of safety and security

REPORTS TO: Site Administrator

SUPERVISES: Not Applicable

PERFORMANCE RESPONSIBILITIES:

Planning

1. Prepare weekly written developmentally appropriate lesson/activity plans for children and families
2. Cooperate with other members of the staff involving all aspects of the program

Programming

1. Meet and instruct assigned groups in the locations and at the times designated
2. Develop and maintain a developmentally appropriate learning environment and routine conducive to effective learning
3. Employ a variety of developmentally appropriate instructional techniques and instructional media in accordance with the Prekindergarten Services curriculum to meet the needs and capabilities of the individual or groups involved
4. Establish and maintain positive behavior supports consistent with district and program policies
5. Implement Early Head Start Performance Standards
6. Take all necessary and reasonable precautions to protect children, materials, equipment and facilities
7. Evaluate child progress on a regular basis and utilizing appropriate screening and assessment instruments in order to provide appropriate feedback to families and staff
8. Assist in upholding and enforcing school rules, administrative regulations, and Board policy
9. Assist in the selection of books, equipment, and other child development materials
10. Develop and maintain a family style atmosphere during mealtime, including participating in the same menu as the children
11. Complete child care assignments, implement the curriculum, provide play activities and stimulation for children
12. Support children's play and modeling skills in order to promote developmentally appropriate practices
13. Assist children with personal care needs (toileting, changing diaper, feeding, etc.)

Public Relations

1. Make provision for being available to children and parents for program related purposes outside the instructional day when required or requested
2. Attend and participate in meetings
3. Work to establish and maintain open lines of communication with families concerning the intellectual, social, emotional, physiological and maturational growth of the child through telephone calls, written communication and home visits
4. Establish and maintain cooperative relations with other employees
5. Assist with the delivery of comprehensive services to children and families

6. Promote the importance of a home-school team approach in meeting the educational needs of families
7. Support parents to be the first educators of their child and developing educational goals with parents
8. Complete home visits to each child's home during the program year
9. Conduct parent conferences
10. Assist with planning for Socialization groups
11. Plan and conduct parent meetings
12. Support parents with the Family Partnership Agreement process
13. Coordinate with staff to connect families to community services and obtaining resources for families
14. Assist families to complete the Orientation and Transition process
15. Participate in the School-based Intervention Team and/or Case Management services to ensure involvement of professionals needed to provide interventions and address children suspected of having special needs
16. Ensure program attendance procedures are followed

Reporting

1. Maintain and promptly submit accurate, complete, and correct records as required by federal/state guidelines, district policy and administrative regulations
2. Ensure each child has the necessary records in the permanent record and portfolio

Professional Development

1. Continue professional growth through an ongoing program of reading, workshops, seminars, conferences, and/or advanced course work at institutions of higher learning
2. Participate in curriculum training in early childhood development with a focus on infant and toddler development during the year or have equivalent coursework
3. Participate successfully in the training programs offered to increase the individual's skill and proficiency related to the position

Other

1. Ride bus and assist with the supervision and loading/unloading of children
2. Provide coverage and assistance at other Early Head Start sites
3. Perform other duties as assigned

*Current and former parents or guardians of children served by the Prekindergarten/Head Start program must receive preference for employment in Head Start vacancies for which they apply.