

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Pre-k Provider 2

GENERAL DESCRIPTION

The essential function of the position within the organization is to perform specialized work in providing and supervising the activities of students to provide a well-organized, smoothly functioning classroom environment. The position is responsible for preparing instructional materials, preparing classrooms for activities, supervising and assisting children in the classroom and in other areas of the school. The position works under direct supervision according to set procedures.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Creates lesson plans for instruction.

Assists students with exercises and class activities; concentrates efforts with small groups of students and individuals as necessary.

Provides basic care to children including assistance with tooth brushing, toileting, diapering, assisting physically ill children, assisting with the detection of head lice and communicable diseases.

Monitors classroom for safety.

Administers assessments and completes progress monitoring and data collection and entry.

Analyzes and uses data to meet school readiness goals for children.

Serves as an active member on the school readiness team and assists with vertical teaming.

Utilizes curriculum to prepare and organize materials and classroom for instruction and classroom activities.

Lead students toward the fulfillment of their potential for intellectual, emotional, physical and social growth in a safe and cost effective environment.

Schedules and attends home visits and parent conferences as required by the program guidelines and procedures.

Models proper behavior and play in accordance with early childhood benchmarks.

Maintains student records, records daily attendance, records and/or analyzes ongoing assessments, sets

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up special projects, escorts children to other areas of the school, monitors student behavior.

Supervises and assists students when unloading and loading buses, in the halls, on field trips, during testing, during lunch and on school grounds.

Assists individual children with special needs and/or in need of special attention; attends to children's health and hygiene needs.

Coordinates and/or participates in special programs or projects as assigned.

Maintains a clean and orderly classroom and assists in cleaning and storing of materials after completion of activities.

Receives and responds to inquiries from parents and others; assists in preparing notes and placing phone calls to parents as necessary.

Monitors and responds to email daily.

Responsible for preparing and implementing a virtual classroom as needed.

Attends staff meetings as required; participates in in-service training programs; keeps abreast of developments in early childhood/elementary education curriculum and instruction.

Collaborates with instructional staff, site coordinators, paraprofessionals, the leadership/management team, and volunteer(s) to plan and organize classroom lessons, family engagement, and other school activities.

Plans and supervises purposeful assignments for teacher aide(s) and volunteer(s) and, cooperatively with department heads, evaluates their job performance.

Performs routine clerical tasks as required, including but not limited to preparing reports and records, copying and filing documents, entering and retrieving computer data, preparing notices and mail, submitting updated requirements and/or professional development.

Follows program policies and procedures.

Acts in a professional manner at all times in the presence of students, families, and staff.

Registers and provides documentation of Early Childhood coursework or updated credentials as required by the program.

Other Duties:

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Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Collects, classifies, and formats data or information.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Provides assistance to people in achieving task completion.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal

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attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Bachelor’s Degree in Early Childhood or the equivalent according to Head Start guidelines.

Must possess or be able to obtain certification in CPR and First Aide; may be required to obtain other specific certifications or complete coursework as deemed necessary by supervisor (Pre-K teachers only).

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Requires a valid state driver’s license.

Must possess or be able to obtain certification in CPR and First Aid.

Child Development Credential or Early Childhood Education Professional Certificate preferred.

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Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Experience in an early childhood setting preferred.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position may be exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, disease/pathogens.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Building Administrator and Program Administrator

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Supervises:

N/A

PAY GRADE: From: HS005 To: HS005

Number of Months: 10 Number of Days: 196 Hours: 7.5

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 11/16/2021