

# THE SCHOOL BOARD OF MARTIN COUNTY

## PRE-KINDERGARTEN PROGRAMS - HEAD START CLASSROOM MANAGER ASSISTANT

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) Minimum 40 Hour Florida DCF Child Care Training.
- (3) Must have or be enrolled in and obtain within 1 year of date of hire an Associate's Degree in Early Childhood Education or related field, Florida Child Care Professional Credential (FCCPC) or National Child Development Associate (CDA).
- (4) Experience with preschool children and their families.
- (5) Prior to employment, employee shall submit a dated report of physical exam and complete a tuberculosis screening.
- (6) Bilingual in Spanish preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to effectively communicate orally and in writing. Interpersonal and communication skills necessary to work with culturally diverse children and families. Ability to use a computer and software. Possess First Aid and CPR certificate or obtain within 90 days of employment.

#### REPORTS TO:

Director of Pre-Kindergarten Programs

#### JOB GOAL

To assist the Associate Classroom Manager in providing a quality and comprehensive early childhood educational experience for the children and families of MCSD Pre-Kindergarten Programs.

#### SUPERVISES: N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Assist in planning, conducting, and organizing program activities in accordance with curriculum and appropriate childhood standards.
- \* (2) Assist in all services which contribute to the development and well-being of the children.
- \* (3) Assist Associate Classroom Manager in preparation of lesson plans, in record keeping, and in observation regarding children's health, behavior, and development.
- \* (4) Guide children in working and playing harmoniously with other children and adults by utilizing positive, consistent and appropriate skills and techniques.
- \* (5) Assist in making two home visits a year.
- \* (6) May serve as bus monitor in the transportation of children.
- \* (7) Uses active supervision techniques and maintains positive classroom behavior.
- \* (8) Attend all Parent Events as needed.
- \* (9) Attend professional training workshops and staff meetings.
- \* (10) Perform other duties as assigned.

**PRE-KINDERGARTEN PROGRAMS - HEAD START CLASSROOM MANAGER ASSISTANT  
(Continued)**

**EMPLOYEE QUALITIES/RESPONSIBILITIES:**

- \*(11) Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- \*(12) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \*(13) Ensure adherence to good safety standards.
- \*(14) Maintain confidentiality of information regarding students, families and staff in accordance with policies and legal requirements.
- \*(15) Model and maintain high ethical standards.
- \*(16) Maintain expertise in assigned area to fulfill position goals and objectives.
- \*(17) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

**INTER/INTRA-AGENCY COMMUNICATION AND DELIVERY**

- \*(18) Exercise service orientation when working with others.
- \*(19) Keep supervisor informed of potential problems or unusual events.
- \*(20) Use effective, positive interpersonal communication skills.
- \*(21) Respond to inquiries and concerns in a timely manner.
- \*(22) Serve on school/district committees as required or appropriate.

**SYSTEM SUPPORT**

- \*(23) Exhibit interpersonal skills to work as an effective team member.
- \*(24) Follow federal and state laws as well as School Board policies, rules and regulations.
- \*(25) Demonstrate support for the school district and its goals and priorities.
- \*(26) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \*(27) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \*(28) Participate in cross-training activities as required.
- \*(29) Ensure compliance with pertinent legislation, regulations, and laws; ensure timely and accurate records and reporting of data to Federal and State authorities.
- \*(30) Communicate effectively with parents/caregivers about the program and services and any changes which may impact their children.
- \*(31) Perform other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Medium Work: Lifting or exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force as frequently as needed.

See Job Description Supplement for Codes	
Physical Activity - occasionally	E, G-K, M, N
- frequently	A, B, C, F, L, O
- constantly	P, Q, T, U, V
Working Conditions	C, F, M
Materials, Tools and Equipment	A-H, K, L, N-Q

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district’s approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

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

\*Essential Performance Responsibilities