

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Associate Educator (Prekindergarten)

JOB CODE: 4246

DEPARTMENT: Designated Schools

PAY GRADE: 14 (U1)

DATE: 06/26/12

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BASIC OBJECTIVES

A Prekindergarten Associate Educator will work in a classroom with children under the supervision of a supervising teacher and/or school administrator.

JOB TASKS/RESPONSIBILITIES

In cooperation with the supervising teacher, the Associate Educator will:

1. Attend staff development sessions, meetings, and parent committee/council meetings as requested.
2. Convene parent conferences during the year, and provide at least four parent workshops and two home visits.
3. Build communication with parents/guardian that invites parental participation and involvement at the school level.
4. Plan for overall classroom instruction and determine materials to be used.
5. Gather, record and transcribe, and monitor assessment data.
6. Manage classroom activities and implement appropriate curriculum strategies, including indoor and outdoor activities for children.
7. Create a positive, supportive learning environment.
8. Organize classroom materials, equipment and supplies.
9. Maintain all necessary student records.
10. Eat with and assist children in development of social and self-help skills, and sound instructional practices.
11. Perform other duties as required or assigned.

PHYSICAL REQUIREMENTS

This is light work which requires the following physical activities: balancing, bending, stooping, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is primarily performed indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. High school diploma or an equivalent certification.
2. Possession of a current Florida teacher or substitute teacher certificate.
3. Completion of sixty (60) semester hours of college level course work that includes a minimum of fifteen (15) hours in early childhood or child development; or completion of sixty (60) hours of college level coursework and the Child Development Associate (CDA) credential.
4. Minimum of two (2) years experience in a related classroom setting preferred.
5. Completion of the forty-five (45) hour HRS Child Care Course is required within (90) work days of the hire date.
6. Completion of 12 hours of High/Scope training, provided by Early Childhood Staff, is required within (90) days of the hire date.

Previous revision date(s): 11/14/95, 02/20/01