

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## JOB DESCRIPTION

CLASS TITLE: Early Childhood Associate Educator

JOB CODE: 8317

DEPARTMENT: Early Childhood Programs PAY GRADE: P2 (UI)

DATE: 10/17/2025

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### **BASIC OBJECTIVES**

An Early Childhood Associate Educator II will work in a classroom with children under the supervision of a school administrator and/or center director.

### **JOB TASKS/RESPONSIBILITIES**

In cooperation with the school administrator and/or center director, the Early Childhood Associate Educator II will:

1. Plan for overall classroom instruction and implement daily activities for early childhood students (ages 0-2 or 3-5).
2. Build communication with parents/guardians that invites parental participation and involvement at the school level.
3. Collect, record, and monitor assessment data.
4. Manage classroom activities and implement appropriate curriculum strategies, including indoor and outdoor activities for students.
5. Create and maintain a positive, supportive, and safe learning environment for early childhood students (ages 0-2 or 3-5).
6. Organize and maintain the cleanliness of all classroom materials, equipment, and supplies.
7. Maintain all necessary student records and collaborate with school personnel to meet the needs of early childhood students (ages 0-2 or 3-5).
8. Assist early childhood students (ages 0-2 or 3-5) with diapering, toileting, feeding and addressing medical and physical needs.
9. Perform other duties as required or assigned.

## **PHYSICAL REQUIREMENTS**

This is medium work which requires the following physical activities: lifting (up to 60 to 70 lbs.), bending, stooping, crouching, reaching, sitting, sitting on floor, crawling, standing, walking, talking, hearing and visual acuity. The work is performed indoors and outdoors.

## **MINIMUM QUALIFICATION OF REQUIREMENTS**

1. Associate's degree in Early Childhood Education or related field with at least 90 college semester hours from an accredited college. At least 30 hours of coursework in Early Childhood Education or a field related to Early Childhood Education.

OR

Bachelor's degree and at least 30 hours of coursework in Early Childhood Education or a field related to Early Childhood Education.

2. Possession of a current Florida teacher or substitute teacher certificate preferred.
3. For 0-2 year classroom setting: National Child Development Associate (CDA) with a focus on Infant and Toddler Development (Birth through Five), Florida Childcare Professional Credential (FCCPC), or Early Childhood Professional Certificate (ECPC).
4. For 3-5 year classroom setting: National Child Development Associate (CDA) with a focus on Preschool, Florida Childcare Professional Credential (FCCPC), or Early Childhood Professional Certificate (ECPC).
5. Minimum of two (2) years of experience in an early childhood classroom or related setting preferred.
6. Completion of the Department of Children and Families' forty-five (45) hours, which must include five (5) hours in Early Literacy and Language Development Child Care Courses.
7. Must complete 15 clock hours of Professional Development per year.
8. Completion of Pre-Employment Compliance.