

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Head Start Associate Educator I

JOB CODE: 8331

DEPARTMENT: Designated Schools

PAY GRADE: 14 (U1)

DATE: 7/23/13

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BASIC OBJECTIVES

A Head Start Associate Educator I 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 Head Start Associate Educator I 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 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 REQUIREMENTS

1. Associate's degree in Early Childhood Education or related field; or Bachelor's degree.
2. Minimum of 18 semester hours of college-level coursework in Early Childhood Education approved for Head Start Program.
3. Possession of a current Florida teacher or substitute teacher certificate preferred.
4. National Child Development Associate (CDA) with a focus on Pre-School or Florida Child Care Professional Credential (FCCPC).
5. Minimum of two (2) years experience in a related classroom 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.