

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

PRE-K LEAD INSTRUCTIONAL AIDE

QUALIFICATIONS:

1. Holds a Bachelor's Degree or higher in any certification area or holds an Associate's Degree in Early Childhood or holds an Associate's Degree in Pre-Elementary.
2. Demonstrates aptitude for work to be performed.
3. Holds a Department of Children and Families Voluntary Pre-Kindergarten Staff Credential.
4. Meet required qualifications of Pre-K Coalition, upon employment.

REPORTS TO:

Principal / Assistant Principal or designee

SUPERVISES:

N/A

POSITION GOALS

Provides Pre-K students with appropriate developmental experiences and instruction using Florida Early Learning and Developmental Standards for four year olds that will enable them to be better prepared for entrance into kindergarten. Works harmoniously with other team members and school personnel.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to meet and interact with the public. Ability to operate basic office equipment. Ability to deal effectively and courteously with the public, students and co-workers. Ability to perform a multitude of tasks and complete repetitive duties without close supervision. Ability to work alone or as part of a team. Good oral and written communication skills. Basic mathematical skills. Good organizational skills.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Become familiar with the philosophy of the Pre-Kindergarten Program and engage in appropriate study and training to implement the philosophy.
2. Develop and maintain a stimulating learning environment.
3. Make lesson plans.
4. Implement lesson plans by using appropriate resources.

5. Works collaboratively planning for instruction.
6. Be responsible for children from the time they arrive until they leave to go home.
7. Alert the Principal or designee to any problems concerning Pre-K students.

Inter/Intra-agency Communication and Delivery

8. Work closely with parents and communicate with them regularly.
9. Participate in school/community events.
10. Assist in preparing communication for students and parents regarding various activities and announcements at school.
11. Maintain high level of behavior and confidentiality of information concerning students.
12. Communicate effectively with the public, students, co-workers and administration.
13. Respond to inquiries and concerns in a timely manner.
14. Keep Principal/Assistant Principal informed of potential problems or unusual events.

Employee Qualities/Responsibilities

15. Demonstrate initiative in the performance of assigned responsibilities.
16. Model and maintain high ethical standards.
17. Follow attendance, punctuality and proper dress rules.
18. Maintain confidentiality regarding school matters.
19. Maintain positive relationships with students, parents and staff.
20. Participate in workshops and training sessions as required.

System Support

21. Provide assistance to staff as directed by the Principal/ Assistant Principal.
22. Exercise safety precautions on the job.
23. Assist with the preparation of reports and the maintenance of records.
24. Follow all School Board policies and school policies and procedures.
25. Exhibit the interpersonal skills necessary as an effective team member.
26. Demonstrate support for the School District and its goal and priorities.
27. Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS: Light Work: exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT: Salary and benefits shall be paid consistent with the District's approved Instructional Aide schedule. 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.