

Job Description: Child Development Associate Teacher – Preschool



Position Title:

Child Development Associate Teacher (CDAT) - Preschool

Salary Grade:

Pay Grade:

Our Mission:

Our mission is to bring the best of public education to our community by providing innovation and choice within a continuous preschool through a post-secondary curriculum so that each child recognizes the benefits of lifelong learning, constructive citizenship, and personal happiness.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed represent the knowledge, skill, and ability required. Reasonable accommodations may enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work performed by the employee assigned. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when the duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessities.

Custom Job Purpose:

Plays a lead role in planning, teaching, and organizing classroom activities. Functions as a team when partnered with another CDAT or certified teacher. Is co-responsible for the total classroom operation. Is co-responsible for the preparation and implementation of all curriculum activities. Assists in assessing children's educational, social, and emotional needs. Takes part in staff development activities. Complies with program rules, including home visits and family contacts. Supports monthly parent involvement opportunities to encourage nurturing skills and establish rapport between school and family. Serves as a liaison between school-based personnel and preschool parents during the transition to kindergarten.

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Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills, and Abilities:

Knowledge of purpose and appropriate practice for quality early childhood programs. Knowledge of developmentally appropriate practices in early childhood education. Knowledge of proper strategies for observation and assessment of young children. Demonstrate ability to relate well with people of varied socioeconomic and educational backgrounds. Excellent communications skills. Well organized. Ability to model appropriate behaviors within a variety of settings. Bilingual/biliterate preferred.

Education, Experience, and Certification/License Requirements

The minimum qualification is a combination of education and experience, with a Child Development Associate (CDA) credential, an AA or AS degree in Early Childhood, or a CDA equivalency (FCCPC) with a minimum of 18 college credits hours in Early Childhood. Must be Voluntary Prekindergarten credentialed by the Florida Department of Children and Families (DCF) certified to instruct. Actual work experience should be in nursery school teaching, child care, Head Start, or another preschool program, kindergarten, or other relevant experience, preferably with preschool economically disadvantaged children and their families.

Work Context:

Requires sitting, standing, walking, and moving about to coordinate work. Involves alternative communication systems, including electronic mail, telephones, and computers. Requires coordination of work tasks to establish priorities, set goals, and meet deadlines. Requires face-to-face discussions and contact with students, individuals, and teams. Requires work with students, internal and external communications, and the public.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills, and Abilities:

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires being active most of the day, and the ability to lift, carry, move, and position objects infrequently weighing up to 20 pounds.

Local Code:

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EEO5:

Approval Date:

Date Last Revised: 5/9/22