

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

PRE-KINDERGARTEN PROGRAM ASSISTANT

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Training and experience in secretarial / clerical skills.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge about child development and appropriate activities for young children. Ability to relate to children and parents from a variety of backgrounds. Good oral and written communication skills. Ability to plan and implement a developmentally appropriate curriculum for pre-school students. Good interpersonal skills. Working knowledge of basic secretarial / clerical skills. Willing to participate in District inservice programs.

REPORTS TO:

Pre-Kindergarten Program Coordinator

<p>JOB GOAL</p>

<p>To provide quality clerical services as part of an effective pre-kindergarten program.</p>

SUPERVISES:

N/A

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 compensation plan.
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.

Job Description Supplement No. 07

PRE-KINDERGARTEN PROGRAM ASSISTANT (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Assist teacher in implementing, monitoring and evaluating the Education and Early Childhood Development services of the pre-kindergarten program according to Performance Standards and program policies and procedures.
- * (2) Assist in providing services for the transitioning of pre-kindergarten children to kindergarten.
- * (3) Coordinate the acquisition of materials and equipment for contracted sites.
- * (4) Assist with the preparation of materials for use in the program.
- * (5) Assist in providing individual and small group instruction in learning activities.
- * (6) Assist in providing health and family services to the children and families participating in the pre-kindergarten program.

Employee Qualities / Responsibilities

- * (7) Participate in inservice training.
- * (8) Maintain a courteous and professional manner.
- * (9) Maintain confidentiality.
- * (10) Use positive, effective interpersonal communication skills.
- * (11) Adhere to high standards of punctuality and regular attendance.

System Support

- * (12) Provide clerical support for the pre-kindergarten program.
- * (13) Assist in maintaining financial records.
- * (14) Prepare periodic reports as required.
- (15) Perform other duties as assigned.

*Essential Performance Responsibilities