

**School District of Santa Rosa County  
Job Description**

**Child Development Associate (CDA)**

<b>Reports to:</b> Director of Pre-K Programs	<b>FLSA Status:</b> Non-Exempt
<b>Department:</b> Schools	<b>Prepared by:</b> Human Resources
<b>Date:</b> April 24, 2014	<b>Job Code:</b> Same as Principal/Manager
<b>Position #:</b> 45065	<b>Range:</b> 8

**Principal Duties and Responsibilities (Essential Functions):**

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Prepares and implements lesson plans which are developmentally appropriate;
- Sets up classroom and prepares room for activities;
- Prepares materials for instructional units;
- Supervises children in the classroom, on the school grounds, and during bus loading and/or unloading, with assistance of the lead teacher and/or director;
- Assembles, adjusts, and maintains equipment for instructional programs;
- Demonstrates exemplary behavior and social skills needed as a role model for children and students;
- Interacts and communicates appropriately with staff, parents, and volunteers;
- Maintains and submits records, files, reports, and statistics as assigned and/or needed;
- Maintains confidentiality regarding students;
- Administers Dial 4 Screener, or Ages and Stages Questionnaires and submits results within guidelines;
- Assess children with assessment tool adopted by the Pre-K Program;
- Recognizes and refers children to component service areas;
- Demonstrates compliance with rules and regulations governing licensed child care;
- Assumes responsibility for maintaining CDA credential, or equivalent credential, and other required certification for job assignment;
- Works with students, assisting them in completing assignments and projects;
- Provides group instruction with on-going consultation with lead teacher and/or director;
- Assumes responsibility for children on field trips;
- Comforts and assists children who become ill or have other emergencies;
- Assumes responsibility for conducting conferences with parents and/or making home visits;
- Attends meetings, workshops, and training sessions as required for program assignment;
- Performs according to the evaluation instrument;
- Performs related duties as required or assigned.

**Supervision Received:**

Director of Pre-K Programs

**Supervision Exercised:**

N/A

**Minimum Qualifications & Skills Required:**

- Graduation from high school or GED.
- Hold a National Child Development Associate credential, Florida Childcare Professional Credential (FCCPC) equivalent credential or higher.
- Two years of experience successfully working with pre-school or primary age children in a public school setting or a child care facility.

**Preferred:**

Interact productively with young children and implement in the classroom setting those early childhood strategies outlined through the Child Development Associate Credential program.

**Physical Demands:**

Lift moderate to heavy weight up to 50 pounds; stand, walk, run bend, stoop, push, and reach; good hearing, vision; use of both hands and feet. Work inside and outside with teachers, parents and children. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Terms of Employment:**

Approved Compensation Plan  
Educational Support Salary Schedule

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.