Florida Agricultural and Mechanical University
UNIVERSITY SUPPORT PERSONNEL SYSTEM
POSITION DESCRIPTION

1. Division: Student Affairs
2. Transaction Type: [X] Update
   | [ ] Establishment
   | [ ] Reclassification
   | [ ] Transfer
3. Position Number: 20141
4. School/College/Department: Ed Research Center for Child Dev
5. Department Number: 604480
6. Effective Date: (Personnel Use Only)
7. Section:
8. FTE: 1
   1.0
9. Budget Entity:
10. Pay Plan: USPS
11. Subsection: PRES
12. Class Code: 1306
13. City: Tallahassee
14. County: Leon
15. Class Title: Program Assistant – Child Care Group Leader

16. STATEMENT OF FUNCTION. Describe in detail the specific duties and responsibilities assigned this position. Attach additional sheets, if necessary, to properly describe the position.

16A. Essential Functions of the Job

This position serves under the working title Child Care Group Leader and reports to the Director.

- 45% The Child Care Group Leader will be responsible for the general supervision and management of a group of up to twenty children between the ages of two years six months and five years. The Child Care Group Leader will assume responsibility for the health, safety and well being of children enrolled in the center and for planning developmentally and culturally appropriate curriculum to meet the physical, social, educational, affective, and cognitive needs of the children enrolled in the class by adhering to the following guidelines:
  - Establish and maintain an effective Learning environment
  - Study the Florida State Pre-K Standards and integrate them into daily planning and activities.
  - Prepare daily lesson plans based on best practices for pre-school children.
  - Study and assess the developmental needs of children and develop plans for meeting those needs.
  - Gear the program to the needs of individual children with concern for learning styles and learning space.
  - Conduct on-going assessments and evaluations of children’s progress.
  - Maintain portfolios of children’s work

- 10% Prepare daily, weekly and monthly themes and lesson plans.

- 10% Assist in curriculum development, revision and evaluation of program.

- 10% Assume responsibility for the orderly arrangement and appearance of the learning environment

- 5% Attend and participate in professional development workshops, seminars, local, state and national conferences.

- 5% Attend regular staff meetings.

- 5% Develop positive strategies for interacting and communicating with families.

- 3% Conduct parent conferences on children’s progress and behavior.

- 3% Plan and participate in extra curricular activities such as the Parent Teacher Association, Family Fun Day and other events that may occur after normal working hours.

- 2% Maintain accurate, current records of children’s personal information, attendance and emergency contact information.

- 2% Perform other tasks as deemed necessary by the Director or Assistant Director.

16B. Marginal Functions of the Job

Share joint housekeeping responsibilities with other staff.

16C. Program Direction and Development

Child Care Program Support:
- Assist the Director in formulating and recommending operational policies and procedures.
- Participate in staff meetings, and make recommendations for program direction, enhancement and improvement.
- Provide program assessment and evaluation information based on accreditation standards

16D. Level of Public Contact (statement of internal and external business contact, including frequency and scope) –

Will have sustained contact with Students, Parents, Visitors, Administrators, and/or University Departments and Colleges.

17. POLICY MAKING INTERPRETATION: What statute establishes or defines the work performed?

In consultation with the Director and Center Director he/she will recommend new and/or revised policies & practices that will enhance overall efficiency and effectiveness of the New Beginnings Educational Research Center for Child Development.

18. SUPERVISOR’S POSITION: Number: 20068 Class Code: 9329 Class Title: Director, Research Programs / Services
19. **SUBORDINATE UNITS:** (State organizational units under your direct supervision. Include class titles and position numbers of positions directly supervised.

Supervise college work-study students, practicum students and community service volunteers.

19A. **Type and extent of instructions or directions normally given to the incumbent of this position by the immediate supervisor.**

Meets regularly with the program Director to communicate program needs, concerns and/or to obtain assistance in accomplishing assigned responsibilities.

20. **MONETARY RESPONSIBILITY:** Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.

NONE

21. **STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA** (The disclosure of which would be prejudicial to the successful operation of the University.)

Will have access to confidential data regarding parents and children subject to numerous institutional, state, and federal statue, rule, and policies. Will exercise appropriate caution in use of information.

22. **KNOWLEDGE/SKILLS/ABILITIES:**

Adequate knowledge of child growth and development and developmentally appropriate early childhood practices. Demonstrated ability to work effectively with children and families. Effective presentation and communication skills. Demonstrated commitment to professional development. Demonstrated ability to plan developmentally and culturally appropriate learning activities for young children. Demonstrated ability to supervise student workers, volunteers and practicum students. Demonstrated ability to work as a team member.

22A. **Education/Training/Experience - In order of importance, state any specific education, training and experience and knowledge, skills and abilities required for this position.** Note that these requirements must be related to the essential functions and at least equal to the minimum qualifications stated on the official class specification.

**Specialized Minimum Qualifications** An Associate’s of Science Degree in Early Childhood Education, or a Child Development Associate (CDA) Credential, 55 hours of required DCF training and a minimum of 5 years work related experience.

**Preferred Qualifications** Bachelor’s Degree in Early Childhood Education, Elementary Education, Child Development or Child Psychology, 55 hours of required DCF training and a minimum of 3 years work related experience, First Aide and CPR Certification.

**Working Hours:** a) Daily from 8 to 5 b) Total hours per week 40 c) Explain any variations in workweek, split shifts, on-call status or rotations. May be required to accommodate children and parents.

23. **REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:**

X This position requires a background check and/or fingerprinting. Florida Statutes.

X This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.

X This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.

X This position requires a local criminal records check.

X This position requires a notarized affidavit of Good Moral Character.

X This position requires a signed child abuse and neglect statement.

ATTACH ADDITIONAL SHEETS, IF NECESSARY, TO PROPERLY DESCRIBE THE POSITION.

24. **SIGNATURES:**

________________________  _______________  __________________
Incumbent                        Signature       Date

_____________________________            _______________               __________________
Immediate Supervisor      Signature        Date

________________________    ____________________  ____________________
Reviewing Authority   Signature      Date