



Florence Fuller Child Development Center Job Description

Title: Teacher/Teacher Assistant (FLOAT)

Hours: Full Time/ Non-Exempt

Reports to: Education Coordinator & Center Director

Mission Statement: Making a difference through education for economically challenged children and families to build a positive future in our community.

Vision Statement: Striving for excellence as a progressive Child and Family Center, while being the catalyst for change that positively impacts our community.

General Description: Serves as lead Teacher in classroom. Performs duties planning and implementing educational activities for pre-school aged children or infants/toddlers that comply with contractual performance standards. Participates in agency Quality Assurance efforts.

Physical Requirements:

Must be able to lift up to 45 pounds and provide physical assistance in the transportation of special needs children by lifting child into seat and fastening safety belt. Reasonable accommodation may be made for otherwise qualified persons with disabilities.

Education and Certifications;

Teacher: A baccalaureate or advanced degree in Early Childhood Education; or a baccalaureate or advanced degree in any subject, and/or coursework equivalent to a major relating to Early Childhood. Should have a minimum of 3 years' experience working with young children ages 2-5 years. DCF 40 hour introductory Child Care Training consisting of Part I and Part II (including Early Literacy)

Responsibilities:

1. Actively supervise children at all times and never leave a child unsupervised.
2. Plans, develops and implements daily lesson plans that provide for educational and enrichment activities for pre-school age children or infants and toddlers that meet performance standards.
3. Plans and arranges classrooms into distinctive learning areas that promote an effective learning environment.
4. Understands and is able to implement the daily curriculum in accordance with contractual requirements and best practices.
5. Assures that all equipment in the classroom is functioning properly daily and reports issues to the Center Director or other designee.
6. Screens and assesses children to determine developmental/educational needs and develops and implements individual education plans that comply with performance standards.
7. Accurately documents daily attendance and meal counts.
8. Monitors meal and snack periods, classroom and restroom activities, and playground activities to ensure a safe environment for young children.
9. Monitors food service and classroom food service supplies for adequate inventory.
10. Ensures that children with special dietary needs are receiving the proper beverages and meal components.
11. Documents children's progress or lack of and completes all required manual and computerized forms and

reports in accordance with agency policies (e.g. reporting concerns to parents, Education Coordinator, and/or social service services department).

12. Initiates a Family Support involved staffing for children in the classroom that are exhibiting challenging behaviors or concerns, or parents that are displaying any concerns. Participate in the staffing and all follow up interventions agreed upon and documented.
13. Plans classroom activities for parent and community volunteers.
14. Attends and participates in workshops and other meetings to acquire and disseminate information.
15. Communicates with parents through parent conferences, written correspondence, and telephone to apprise them of child's progress, upcoming events, classroom activities, individual education plan changes, and other relevant information.
16. Conducts health checks on children for health concerns, including ringworm, head lice and other health conditions, and reports to appropriate Family Support Counselor.
17. Ensures lessons and classroom activities align with the Florida Pre-Kindergarten standards.
18. Conducts Voluntary Pre-Kindergarten assessments as required.
19. Ensures that at least 80% of the children are kindergarten ready.
20. Performs quality staff-child interactions resulting in CLASS scores greater than the lowest 10% of the threshold in each domain.
21. Uses active supervision techniques and maintains positive classroom behavior.
22. Receives a satisfactory or higher score on the Teacher Success Rubric.
23. Maintain a comprehensive and ongoing portfolio assessment for each child, including weekly observations in each area, examples of the child's work, and a developmental assessment.
24. Uses home visits and parent conferences to discuss the child's individual development and progress, assist the parents in developing observational skills and solicit parent observations.
25. Reports suspected child abuse and neglect to designated state agency.
26. Plans, coordinates and oversees field trips for assigned children.
27. Requests supplies and equipment to be used in the classroom.
28. Serves as a bus monitor in the transportation of children and engages children in song and other developmentally appropriate activities during ride.
29. Assists in the transportation of special needs and all children by lifting child into seat and fastening safety belt.
30. Inspects classrooms, play areas, and grounds to ensure the safety, orderliness, sanitation and cleanliness of facilities, and reports all concerns to the Educational Coordinator and Facilities maintenance. Reviews and forwards accident and incident reports according to agency time restrictions.
31. Discusses plans and coordinates concerns regarding the child and family with other staff.
32. Maintains strict confidentiality at all times, including the ability to recognize situations in which confidentiality is required.
33. Attends all workshops and meetings as deemed necessary by the supervisor
34. Attends all required staff and parent meetings and activities.
35. Performs First Aid and Cardiopulmonary Resuscitation (CPR) as needed.
36. Performs other related duties as required.

Other Functions:

Note: The duties above are illustrative and not exhaustive. 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. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described above.

Principal Accountabilities:

1. Must demonstrate sensitivity to our population's socioeconomic characteristics and needs.
2. Must be a team player and maintain a professional demeanor at all times.
3. Demonstrate effective staff management and leadership skills.
4. Quality – The extent to which an employee's work is accurate, thorough and neat.

5. Productivity – The extent to which an employee produces a significant volume of work efficiently in a specified period of time.
6. Job Knowledge – Basic knowledge and ability to which an employee possesses the practical/technical skills required for the job.
7. Reliability – The extent to which an employee can be relied upon regarding task completion and follow-up.
8. Attendance – The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.
9. Independence – The extent to which an employee performs work with little or no supervision.
10. Creativity – The extent to which an employee seeks out new assignments and assumes additional duties when necessary.
11. Adherence to Policy – The extent to which an employee follows procedures and conduct rules, other regulations and adheres to company policy.
12. Interpersonal Relationships – The extent to which an employee demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts.
13. Judgment – The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.

TRAINING REQUIRED:

All child care personnel training requirements and policies contained in section 65C-22.003, FAC and section 65C-22.008, FAC,

A. Child abuse and neglect training

1. All operators, employees, volunteers and students shall have a statement on file at the child care facility that they have read or have had read to them and understand the contents of the pamphlet “Child Abuse and Neglect in Florida, A Guide for Professionals,” CF- PI 175-17. This statement must be on file at the child care facility within three (3) days of employment.

2. The pamphlet “Child Abuse and Neglect in Florida,

A Guide for Professionals”, shall be provided by the Department for this purpose.

B. Forty-hour introductory child care training:

1. Child care personnel must successfully complete the Florida Department of Children and Families (DCF) 40-hour Introductory Child Care Training, as evidenced by successful completion of competency based examinations offered by the department or its designated representative with a weighted score of 70 or better. Child care personnel who successfully completed the mandatory 40 hour Introductory Child Care Training prior to January 1, 2004 are not required to fulfill the competency examination requirement.

2. All child care personnel must begin training within 90 days of employment and successfully complete training within 12 months from the date training begins. Training completion may not exceed 15 months from the date of initial employment in the child care industry in any child care facility.

“Begin training for child care personnel” refers to a candidate’s commencement of at least one of the child care training courses listed in Section 402.305(2)(d), F.S. This may be accomplished by classroom attendance in a DCF-approved training course, acquiring an educational exemption from a DCF-approved training course, beginning a DCF-approved online child care training course, or by receiving results from a DCF-approved competency examination within the first 90 days of employment in the child care industry in any licensed Florida child care facility.

The child care facility is responsible for obtaining documentation from child care personnel. The begin date for training is the initial date an individual commences training in the child care industry. Documentation of child care personnel's training initiation date must be completed on the employee application and included in the personnel record. Article VI: Personnel Training 28.

3. The 40-hour Introductory Child Care Training requirement is divided into two parts. Part I is comprised of 30 hours of training that consists of training courses developed by DCF, identified below: a. Child Care Facility Rules and Regulations; b. Health, Safety and Nutrition. c. Identifying and Reporting Child Abuse and Neglect. d. Child

Growth and Development; and e. Behavioral Observation and Screening. Part II is comprised of ten (10) hours of training that consists of a selection from the following DCF specialized training courses:

- f. Infant and Toddler Appropriate Practices (10 hours);
- g. Preschool Appropriate Practices (10 hours);
- h. School-Age Appropriate Practices (10 hours);
- i. Special Needs Appropriate Practices (10 hours);
- j. Basic Guidance & Discipline (5 hours online);
- k. Early Literacy for Children Age Birth to Three (5 hours online);
- l. Early Childhood Computer Learning Centers (5 hours online),
- m. Emergent Literacy for Voluntary Pre-Kindergarten (VPK) Instructors (5 hours online).

4. Exemptions from the Introductory Child Care Training. a. Child care personnel in compliance with the school-age requirements in paragraph 65C-22.008(4)(c), F.A.C., shall be considered in compliance with the child care personnel training requirements.

b. Child care personnel who left the child care industry in compliance with training requirements, upon returning, shall be granted 90 days to comply with any new mandated training requirements. Completion of such training may be counted toward the in-service training requirement.

c. Child care personnel who left the child care industry not in compliance with training requirements must complete required training prior to reemployment.

d. Child care personnel employed at the same child care facility prior to October 1, 1992, with no break in employment with the same employer, are exempt from completing Part II of the child care training.

The child care operator shall be required to take basic training in serving children with disabilities within three (3) years after employment, either as a part of the introductory training or the annual ten (10) hours of in-service training.

C. Early Literacy & Language Development

1. All child care personnel shall complete a single course of training in early literacy and language development of children ages birth through five years. The course shall be a minimum of five clock hours or 0.5 CEUs. However, school age child care personnel meeting the requirements of 65C-22.008(4) are exempted from this requirement.

2. Child care personnel must complete early literacy training within 12 months of the date of employment in the child care industry. Proof of completion must be documented on the certificate of course completion, classroom transcript, or diploma. In order to meet the literacy training requirement, child care personnel must complete one of the following:

- a. One of the DCF online literacy courses available on the department's website at www.myflorida.com/childcare;

or

b. One of the DCF-approved literacy training courses. A list of these courses may be obtained from the DCF website at www.myflorida.com/childcare. (No additional courses will be approved by DCF); or

- c. One college level early literacy course (for credit or non-credit) if taken within the last five years. D.

Documentation of Training.

1. Effective October 1, 2010, the DCF Training Transcript will be the only acceptable verification of successful completion of the training programs approved by DCF. Training completion documented on CF-FSP Form 5267, March 2009, Child Care Training Course Completion Certificate, which is incorporated by reference, will no longer be accepted by the department after October 1, 2010, nor will any previous version of the form. Form CF-FSP 5267 is provided to participants upon completion of a DCF-approved training course. A copy of the DCF Training Transcript may be obtained from the DCF website at www.myflorida.com/childcare.

2. A copy of the CF-FSP Form 5267 until October 1, 2010, or Training Transcript must be included in each staff member's child care personnel record and maintained at each child care facility.

3. A copy of the CF-FSP Form 5267 until October 1, 2010, or Training Transcript for the director of a child care facility must be included in the department's official licensing file. Article VI: Personnel Training 30

4. Training documented on CF-FSP Form 5267 that is not included on an individual's Training Transcript must be sent to DCF or designated representative prior to October 1, 2010, to be documented on the individual's Training Transcript.

5. As of October 1, 2010, any course completion certificate not documented on the Training Transcript may be considered invalid, requiring that the course(s) be retaken. Until the coursework is retaken and completed, child care facilities may be out of compliance with the mandated training standard.

Annual Training requirements:

1. All child care personnel, except volunteers who work or assist intermittently less than 10 hours a per month, must complete ten (10) hours of annual in-service training. There are no exemptions from the annual in-service training for child care personnel. The annual ten (10)-hour or one (1) CEU in-service training must be completed annually during the state's fiscal year beginning July 1, and ending June 30. 2. The annual ten (10)-hour or one (1) CEU in-service training must be completed in one or more of the following areas:
- a) Health and safety, including universal precautions;
 - b) CPR; Article VI: Personnel Training 31
 - c) Nutrition;
 - d) Child development, typical and atypical;
 - e) Child transportation and safety;
 - f) Behavior management;
 - g) Working with families;
 - h) Design and use of child oriented space;
 - i) Playground safety;
 - j) Community, health and social service resources;
 - k) Child abuse;
 - l) Child care for multilingual children;
 - m) Working with children with disabilities in child care;
 - n) Guidance and Discipline;
 - o) Developing special interest centers/ spaces and environments; or
 - p) Literacy;
 - q) First Aid: this training may only be taken to meet the annual in-service requirement once every three (3) years.
 - r) Computer Technology;
 - s) Leadership development/program management and staff supervision;
 - t) Age appropriate lesson planning;
 - u) Homework Assistance for school age care;
 - v) Other appropriate course areas relating to child care or child care management which the training coordinating agencies have determined will further the aims of the training requirements.

Acknowledgement:

I have read and understand the requirements of this position as outlined in the above job description. I am aware that this job description is not to be construed as an exhaustive statement of duties and responsibilities as secondary functions may be assigned from time to time. I also understand that my continued employment and performance evaluation will be based on my performance of the functions established herein and compliance with established policies and performance standards. I certify that I am able to perform the essential job functions and meet the requirements of this position.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date