



**BAY DISTRICT SCHOOLS  
DEPARTMENT OF HUMAN RESOURCES  
JOB DESCRIPTION**

**TITLE: VOLUNTARY PRE-KINDERGARTEN ASSOCIATE**

**QUALIFICATIONS:**

1. Current Child Development Associate (CDA) credential issued by the National Credentialing Program of the Council for Professional Recognition  
**OR**  
Current Florida Child Care Professional Credential (FCCPC) issued by Department of Children and Families  
**OR**  
Current Early Childhood Professional Credential (ECPC) issued by Department of Education **OR**  
Associate Degree or higher in Child Development  
**OR**  
Bachelor Degree or higher in Early Childhood Education, Prekindergarten or Primary Education, Preschool Education or Family and Consumer Science  
**OR**  
Bachelor Degree or higher Elementary Education if certified to teach any age from birth through 6<sup>th</sup> grade
2. Completed the course Implementing the Florida Standards in Preschool Classrooms: 3 Years Old to Kindergarten
3. Fifteen (15) hours of Emergent Literacy courses approved through the Division of Early Learning must be completed within forty-five (45) days of employment.

**PHYSICAL REQUIREMENTS:** Medium

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

**REPORTS TO:** As assigned by Bay District Organizational Structure.

**SUPERVISES:** As assigned by Bay District Organizational Structure.

**PERFORMANCE RESPONSIBILITIES:**

1. Develops and maintains a safe classroom environment conducive to effective learning.
2. Plans, implements and evaluates classroom learning activities based on assessment of individual needs in accordance with district, state and federal standards.
3. Develops and maintains weekly standards-based lesson plans to be submitted to the school and district administrator as required.
4. Evaluates student progress on a regular basis; providing appropriate feedback to students and parents and makes referrals as needed.
5. Provides instruction related to nutrition and health.
6. Organizes and manages developmentally appropriate daily standards-based center activities.
7. Establishes and maintains high standards of student behavior consistent with school and district policies.
8. Assists students with age-appropriate health and sanitation needs.
9. Establishes and maintains open lines of communication with parents and involves parents in their child's learning activities.
10. Participates actively in prekindergarten staff meetings and staff development; attendance in workshops, conferences, and district in-service including trainings mandated by VPK State Statute.
11. Records accurate daily attendance in district adopted reporting program and completes monthly attendance verification.

12. Collects, records and deposits extended care payments in accordance with School Board Policy and VPK guidelines.
13. Demonstrates ethical behavior and confidentiality of information in the school environment and beyond.
14. Establishes and maintains collaborative relationships with all stakeholders.
15. Performs other duties as assigned.

**TERMS OF EMPLOYMENT:**

1. Successful completion of State and Federal Background check is required for employment.
2. Ten (10) months. Paygrade as established by the School Board in Current Salary Placement Schedule 3.

**EVALUATION:** Performance evaluated annually in accordance with School Board Policy.



Reviewed by Dept. of Human Resources

Revised: APPROVED SEP 24 2024

Adopted by Bay District School Board: May 14, 2013

Revised: 04/12/22, 09/24/24

**Bay District Schools is an Equal Opportunity Employer**