

BREVARD PUBLIC SCHOOLS

JOB DESCRIPTION

Teacher Assistant - Parent Educator/Florida First Start Program

QUALIFICATIONS

- High school diploma or equivalent or special diploma required.
- Resident in school's attendance zone.
- Successful completion of the forty (40) hour DCF Child Care Training Course, or equivalent alternate training in education and/or child-care by starting within 90 days of employment; child care personnel shall begin training to meet the state training requirements and shall complete such training within 1 year of the date on which the training began.
- Willingness to participate in training for a Child Development Associate's certificate.
- Valid Florida Driver License.

Reports to: Florida First Start
Resource Teacher

**Supervisor's
Superior:** Principal or Area
Superintendent

Supervises: N/A

Job Goal

To provide families and parents with training and support as their child's first teacher.

KNOWLEDGE, SKILLS, & ABILITIES

Ability to listen and empathize with target families; possess and demonstrate effective verbal communication skills; possess and demonstrate effective written communication skills for record keeping and report writing; ability to make home visits with own transportation.

PERFORMANCE RESPONSIBILITIES:

ESSENTIAL FUNCTIONS

- Make home visits several times per week.
- Keep anecdotal records related to home visits and compile frequent reports.
- Physically lift and handle infants.
- Physically interact in play activities with small children.
- Participate in reading activities with parents on activity days.
- Provide families with training and support as their child's first teacher and empower parents with effective parenting skills.
- Assist parents by providing guidance on home safety, nutrition, effective discipline, constructive play activities and other topics.
- Inform parents about stages of child development and suggest methods for parents to encourage children's intellectual, language, physical and social development.
- Provide outstanding customer service, and use positive interpersonal communication skills.
- Make all decisions and perform all tasks in accordance with Brevard Public Schools' Organizational Values.
- Ensure compliance with Board rules and applicable federal laws and regulations.

PERFORMANCE RESPONSIBILITIES:

OTHER DUTIES & RESPONSIBILITIES

- Assist First Start Resource Teacher with parent meetings and regional and state meetings.
- Assist clients with appropriate referral services (financial, legal, medical, educational, etc.).
- Keep updated on current child development, health and safety information.
- Participates in various activities with the parents and children.
- Perform tasks or services consistent with the goal of this position.

PHYSICAL DEMANDS & WORKING CONDITIONS (ADA Compliance)

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently.

The Brevard County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.

Work Environment

Indoor.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Terms of Employment

COMPENSATION & POSITION DETAILS

SALARY SCHEDULE: Bargaining
PAY GRADE: 16
PAY CODE: _____
PAY TYPE: N
PAY DAYS: 9 Month
FLSA STATUS: Non-Exempt
ADA CODE: WC

DATE DEVELOPED: April 1, 1997
DATES REVISED: September 24, 2002
DATES BOARD APPROVED: October 8, 2002
EEO-5: _____
FUNCTION: School-Based Hourly Support
Classification: SBHrly
DOE Survey Code: _____

Draft Developed By: _____

FOR HR USE ONLY:

Labor Relations Services: *Joy Salamone* _____

Compensation Services: *Terrilynn Berry* _____

Classification Approval: *Susan Standley* _____

Old Title: Teacher Assistant 1 – Parent Educator – Florida First Start