

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

FACILITATOR, Voluntary Pre-Kindergarten Program (VPK)

QUALIFICATIONS

- One (1) of the following minimum required credentials: Current Child Development Associate (CDA) or equivalent **OR** an Associate's Degree or higher in Early Childhood Education or Child Development **OR** an Associate's Degree or higher in an unrelated field with at least six (6) credit hours in Early Childhood Education or Child Development.
- Meets VPK Instructor requirements, as set forth by the State of Florida.
- High School Diploma or equivalence or Florida Special Diploma.
- Two (2) years recent experience working with young children preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of best practices in Early Childhood Education.
- Bilingual ability may be required per advertised vacancy advertisement.
- Effective skills in oral and written communication.
- Ability to multi-task.
- Ability to work collaboratively in a team.
- Basic computer skills.

SUPERVISION

REPORTS TO Principal and/or Pre-K Administrator
SUPERVISES No Supervisory Duties

POSITION GOAL

To provide appropriate educational opportunities and instruction for each student, according to the guidelines established by federal/state/national policies and/or statutes and the Seminole County School Board.

PERFORMANCE RESPONSIBILITIES

1. *Provide a safe, nurturing environment that stimulates academic, moral, and social growth.
2. *Employ a variety of developmentally appropriate instructional techniques and instructional media to meet the needs and capabilities of the individual student and/or student groups.
3. *Establish and maintain high standards of student behavior consistent with best practices for preschool children.
4. *Implement lesson plans for children based on individual needs and in accordance with the Florida Early Learning and Developmental Standards for 4-Year-Olds, provided by the Pre-K Office.
5. *Administer all VPK-required assessments.
6. *Evaluate student progress on a regular basis and differentiate instruction based on data.
7. *Establish and maintain cooperative relations with assistant, school employees, administrators, and Pre-K support staff.
8. *Establish and maintain open communication with parents.
9. *Participate in professional development opportunities and related in-service activities.
10. *Maintain and promptly submit accurate and complete records as required by federal/state guidelines, District policies, and administrative regulations.
11. *Observe confidentiality of students and student records at all times.
12. *Establish flexibility in work location assignments.
13. *Enter student data into a computer database.
14. *Utilize technology to enhance student learning.
15. Perform other duties as assigned by the Pre-K Administrator or School Principal.

**Denotes essential job function/ADA*

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EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Light Work Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
Bending	Lowering the body forward from the waist.
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling	Bending legs at knee to come to a rest on knee or knees.
Crouching	Bending the body downward and forward by bending leg and spine.
Twisting	Moving body from the waist using a turning motion.
Reaching	Extending hand(s) and arm(s) in any direction.
Pushing	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping	Applying pressure to an object with the fingers and palm.
Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors/Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

C-B4 \$18,877 - \$33,525
District Salary Schedule
Months 10
Annual Days 196
Weekly Hours 40
Annual Hours 1568

POSITION CODES

PeopleSoft Position	TBD
Personnel Category	13
EEO-5 Line	48
Function	5500
Job Code	1626
Survey Code	55051

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

April 21, 2015
May 23, 2000

ADA Information Provided by Marjorie Murray
Position Description Prepared by Marjorie Murray