

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### ASSISTANT, Voluntary Pre-Kindergarten Program (VPK)

#### QUALIFICATIONS

- Forty-five (45) hours of DCF Childcare Training or completion within 90 days of employment.
- High School Diploma or equivalence or Florida Special Diploma.
- One (1) year recent experience working with young children preferred.

#### KNOWLEDGE, SKILLS, ABILITIES

- Bilingual ability may be required per advertised vacancy specification.
- 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 assist VPK facilitator with completing instructional and professional duties.*

#### PERFORMANCE RESPONSIBILITIES

1. \*Provide a safe, nurturing environment that stimulates academic, moral, and social growth.
2. \*Assist VPK facilitator in various classroom activities, such as serving as a team member in leading child-initiated activities and working in a one-to-one or small group setting with teacher-directed assignments.
3. \*Assist the VPK facilitator in maintaining positive behavior/child management.
4. \*Supervise students at all times, both inside and outside of the classroom.
5. \*Establish and maintain cooperative relations with facilitator, school employees, administrators, and Pre-K support staff.
6. \*Prepare instructional lesson materials under the facilitator's direction.
7. \*Participate in professional development opportunities and related in-service activities.
8. \*Observe confidentiality of students and student records at all times.
9. \*Establish flexibility in work location assignments.
10. \*Enter student data into a computer database.
11. Perform other duties as assigned by the Pre-K Administrator or School Principal.

*\*Denotes essential job function/ADA*

#### EQUIPMENT / MATERIALS

Standard Office Equipment

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## 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 objects. Lowering the body forward from the waist.  
**Bending**  
**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**  
**Grasping** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.  
**Feeling** Applying pressure to an object with the fingers and palm.  
**Repetitive Motions** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.  
**Talking** Substantial and continuous movements of the wrists, hands, and/or fingers.  
**Hearing Acuity** 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.  
**Visual Acuity** The ability to perceive speech and other environmental sounds at normal loudness levels.  
 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

<p><b>TITLE 1 PAY GRADE</b>  <b>C-A1-196 \$16,636 - \$29,544</b>                  District Salary Schedule                  Months 10                  Annual Days 196                  Weekly Hours 37.5                  Annual Hours 1470</p>	<p><b>POSITION CODES</b>                  PeopleSoft Position Multiple                  Personnel Category 13                  EEO-5 Line 48                  Function 5500                  Survey Code 55051                  Job Code 2063P</p>	<p><b>FLSA</b>  <input checked="" type="checkbox"/> Applicable  <input type="checkbox"/> Not applicable                  Previous Board Approval                  ADA Information Provided by Marjorie Murray                  Position Description Prepared by Marjorie Murray</p>	<p><b>BOARD APPROVED</b>                  April 21, 2015</p>
<p><b>C-A3-188 \$15,954 - \$28,332</b>                  District Salary Schedule                  Months 10                  Annual Days 188                  Weekly Hours 37.5                  Annual Hours 1410</p>	<p><b>POSITION CODES</b>                  PeopleSoft Position Multiple                  Personnel Category 13                  EEO-5 Line 48                  Function 5500                  Survey Code 55051                  Job Code 20638P</p>		
<p><b>NON TITLE 1 PAY GRADE</b>  <b>C-A-196 \$15,680 - \$27,843</b>                  District Salary Schedule                  Months 10                  Annual Days 196                  Weekly Hours 37.5                  Annual Hours 1470</p>	<p><b>POSITION CODES</b>                  PeopleSoft Position Multiple                  Personnel Category 13                  EEO-5 Line 48                  Function 5500                  Survey Code 55051                  Job Code 1982</p>	<p><b>C-A2-188 \$15,037 - \$26,707</b>                  District Salary Schedule                  Months 10                  Annual Days 188                  Weekly Hours 37.5                  Annual Hours 1410</p>	<p>PeopleSoft Position Multiple                  Personnel Category 13                  EEO-5 Line 48                  Function 5500                  Survey Code 55051                  Job Code 19828</p>