



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Child Development Associate
JOB CODE: OO-030
CLASSIFICATION: Non-Exempt
PAY GRADE: 13
BARGAINING UNIT: BTU-ESP
REPORTS TO: School Principal
CONTRACT YEAR: Ten Months

POSITION GOAL:

To provide for the physical, emotional, developmental, and social well-being of infants, toddlers, and three-year olds.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Child Development Associate shall carry out the performance responsibilities listed below.

- Practice appropriate interaction and language with infants, toddlers, and three-year old children.
- Exercise responsibility for the safety and welfare of students in the classroom and while on school campus.
- Maintain job related certifications required by the State of Florida.
- Assist the Lead Childhood Development Associate with implementing the adopted curriculum to reach educational objectives by performing the following functions under the guidance of the Teacher Specialist.
- Assist in planning instructional activities.
- Assist in the preparation and use of instructional materials and teaching aids.
- Assist in the implementation of activities related to each domain of the child's development (physical, language, social-emotional, cognitive and early literacy).
- Guide students in small group activities and conversation.
- Take an active role in supporting children's play.
- Assist with health and developmental screenings- and/or assist with the supervision of the children when screenings are administered.
- Assist in recording child observations for the purpose of ongoing assessment.
- Individualize activities according to each child's needs.
- Assist the Social Worker in promoting parental engagement.
- Supervise and assist while dining with the children during mealtime and encourage good eating habits.
- Provide assistance, as required, with activities of daily living, including any or all of the following:
 - Assist with personal hygiene and restroom functions, which may include diapering and catheterization.
 - Provide mobility assistance including lifting, positioning or transferring student.
 - Assist with activities related to seizure control.
 - Assist feeding needs, which may include suctioning.
 - Assist with adaptive equipment needs.
 - Provide behavioral assistance, which may include utilizing positive behavior support strategies.
- Maintain a neat and orderly work environment.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the School Principal and Assistant Principal or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program and must hold and maintain a valid State of Florida Child Development Associate (CDA) credential or equivalent with a focus on infant and toddler development in accordance with Head Start Performance Standards.
- Or
- An earned associate's degree or higher with coursework in infant and toddler development in accordance with the Head Start Performance Standards.
- And
- ~~Must hold and maintain a valid State of Florida Child Development Associate (CDA) credential with a focus on infant and toddler development or equivalent certification in accordance with the Head Start Performance Standards.~~
- ~~Achieve a passing score on the ParaPro Test, or other officially sanctioned standard tests, to demonstrate the ability to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate.~~
- If additional hours of continuing education are mandated by program funding source, they must be obtained within the required time frame for continuing active employment in the position.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- ~~An earned associate's degree or higher in early childhood education from an accredited institution with a focus on infant and toddler development.~~
- ~~Prior A minimum of two (2) years of demonstrated experience, within the last five (5) years, in working with children.~~
- ~~Six (6) earned semester hours in the area of Early Childhood Development.~~
- Bilingual skills.

SIGNIFICANT CONTACTS— frequency, contact, purpose, and desired end result:

On a daily basis, provide care and supervision to infants, toddlers and three-year old children. Frequently interacts with other personnel within assigned school in performing daily work routine.

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board policy.

- Board Approved: 1/18/12
- Board Adopted: 2/22/12
- Board Approved: 5/7/13
- Board Adopted: 6/11/13
- Title Revised: 6/5/14
- Board Approved: 4/23/19
- Board Adopted: 5/21/19