



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

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**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, as applicable.
- 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  
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