

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: PRESCHOOL TEACHER ASSISTANT
(Part-time – Not to exceed 25 hours per week. Flexible Schedule.)

PAY GRADE: C-1

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Assist in the supervision of children and activities in the Preschool program.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

PREREQUISITES FOR POSITION - (Qualification Standards):

1. Education or Training: High School Diploma or equivalent required. 10- and 30-hour state training certificates. Within 90 days after employment, childcare personnel shall begin training to meet the training requirements. Childcare personnel shall successfully complete such training within 1 year after the date on which the training began, as evidenced by the passage of a competency examination. First Aid and CPR are helpful.
2. Years of experience in the field: One year of experience is preferred.
3. Special skills or abilities related to the position: Evidence of exhibiting patience and a positive attitude with children, co-workers, and parents.

ESSENTIAL JOB FUNCTIONS:

1. Supervise children at all times. Use positive guidance methods. Place materials on children's level.
2. Be responsible for children's personal belongings.
3. Establish good rapport and communication with parents.
4. Keep areas clean and orderly at all times. Assist in the washing of sheets, tidying "cubbies" and caring for pets. Teach cleanliness to children. Assist in the final clean-up each day.
5. Follow the daily schedule.

ESSENTIAL JOB FUNCTIONS (Continued):

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

ENVIRONMENTAL CONDITIONS:

- Works outside and inside.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: OCALA CAMPUS, BLDG. 18

SUPERVISOR OF POSITION: DIRECTOR OF CF LAB SCHOOL