

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Union

Child Development Associate (CDA) Lead

Required Qualifications:

- Child Development Associate (CDA) or Child Development Associate Equivalent (CDAE) credential and completion of the DOE Emergent Literacy Course or equivalent according to Federal guidelines
- Ability to communicate effectively with others in written and oral form, including electronic media, using positive interpersonal skills

Desired Qualifications:

- Associate's degree or higher in Early Childhood Education or a related field
- Two (2) years successful experience in an early childhood program
- Ability to support students from diverse cultural, and socioeconomic and educational backgrounds
- Exhibit knowledge of federal and state guidelines related to prekindergarten services
- Ability to effectively use technology

Performance Responsibilities:

- Facilitate students learning basic skills, concepts and social competencies
- Identify long-range goals and specific objectives, and plan a program for individualized and group instruction
- Demonstrate and use audio-visual teaching aids to present subject matter to students
- Plan lessons, prepare materials, and learning centers
- Maintain order in classroom and in assigned duty areas
- Hold conferences with pupils, parents, principal and/or support personnel regarding the pupil's academic and social development
- Keep attendance and records as required by School Board Policy and ELC VPK requirements
- Ensure that each student in the program has necessary evaluation records and related service documents in his/her permanent folder
- Attend and participate in faculty meetings or other meetings as required
- Continue professional growth through educational meetings, observational feedback and conferences and by reading professional literature
- Sustain focus and attention to detail
- Perform other duties as assigned by the principal and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the site administrator, program director and or designee

Evaluation:

Annual evaluation done by site administrator and/or designee

Terms of Employment:

10-month employment

Salary:

Salary based upon approved salary schedule – Non-Instructional AA

Job Code: 55051

Board Approved:

Revised: