



# APPLIED TECHNOLOGY – VPK ASSISTANT

## SUMMARY/SCOPE/GOAL

To work with the Early Childhood Education teacher in developing the skills of pre-kindergarten students.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- High School diploma or equivalent or special diploma required.
- Must be 18 years of age.
- Experience in working with children.

#### PREFERRED/DESIRED:

### CERTIFICATIONS/LICENSES/TRAINING:

#### REQUIRED:

- Child Development Associate Credential (CDA) or other credential recognized by the Florida Department of Children and Families.
- Valid Florida Driver's License.

#### PREFERRED/DESIRED:

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Plan and provide developmental activities for preschool children.
2. Assist teacher in various classroom activities such as participating with the teachers as a team member in leading child-initiated activities; working on a one-in-one or small group basis with teacher directed assignments; assist the teacher in maintaining positive behavior/child managements; charting activities or some other form of individual observation; preparation of classroom materials.
3. Prepare classroom/school materials using, but not limited to the following equipment: copy machine, letter/word processor, laminator or computer/word processor.
4. Read and tell stories to children.
5. Supervise and help with seatwork and individual projects.
6. Assist with lunch and snack activities such as: supervising the preparation for lunch (hand washing, etc.); escorting students to and from lunch; helping students learn proper eating habits and table manners by modeling these behaviors.
7. Assist with playground activities.
8. Assist, as directed by teacher, students in recreational activities as appropriate.
9. May be required to give medications to students in compliance with school board policy.
10. Provide appropriate modifications needed as specified on the student's IEP.
11. Perform tasks or services consistent with the job goal of this position.

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### OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

## KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

### JOB RELATED:

Ability to relate to and inspire confidence in children. Ability to work effectively with teachers, parents, young children, and high school students. Ability to operate or learn to operate a variety of school-related equipment such as computers, copy machines, and AV equipment. Assist in planning and implementing instructional activities as well as general clerical and administrative tasks.

### GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

### EQUIPMENT:

May use smart boards, tablets, Bunsen burners, chemical lab hoods, other classroom lab equipment, gym equipment, etc. that may be grade and subject specific. May use scales and/or equipment for the purposes of aptitude, skills, and/or behavioral diagnostics for the purposes of evaluating student performance within the prescribed parameters of their specific position.

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

## PHYSICAL DEMANDS/WORK ENVIRONMENT

### PHYSICAL REQUIREMENTS:

#### (M) MEDIUM WORK

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Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.

### POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Potential for exposure to bodily fluids and/or potential for violence/physical altercations.

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Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

**TRAVEL:**

Travel between sites rarely. Travel out of county rarely.

**FOR HR USE ONLY:**

<b>DIVISION:</b>	Leading and Learning	<b>DEPARTMENT:</b>	Elementary Leading and Learning
<b>TITLE CODE:</b>	N4311	<b>CONTENT BY:</b>	
<b>GRADE:</b>	16	<b>COMPENSATION:</b>	Terrilynn Berry
<b>UNIT:</b>	1010 CORE	<b>LABOR RELATIONS:</b>	Joy Solomone
<b>LAST BOARD APVD:</b>	7/26/2005	<b>CLASSIFICATION:</b>	Susan Standley

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	3/26/1997	Developed	
1.1	8/12/2002	Revised	
1.2	4/5/2005	Revised	
2.0	12/01/2020	New Format	Human Resources

*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.*

*Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*