



# The School Board of Polk County

<http://www.polk-fl.net>

## Job Description

Position Title: Child Development Associate Teacher (CDAT) - Head Start  
FLSA Status: Non-Exempt  
Salary Grade, if non-union:  
Pay Grade, if union: PA07-8  
Non-Union or Specific Collective Bargaining Agreement: Paraeducator Union

### Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### Custom Job Purpose:

This position exists to plan, implement and assess student growth and compliance with the Head Start performance standards, state standards and developmentally appropriate classroom activities. The Child Development Associate Teacher will implement services to support the Head Start child and his/her family. Complies with federal Head Start performance standards.

### Essential Functions of this Job

Plays a lead role in planning, teaching, and organizing classroom activities. Functions as team when partnered with another CDAT or certified teacher. Is co-responsible for the total classroom operation. Is co-responsible for the preparation and implementation of all curriculum activities. Assists in the assessment of children's educational, social, and emotional needs. Takes part in staff development activities. Complies with Head Start program rules including home visits and family contacts. Supports monthly parent involvement opportunities to encourage nurturing skills and establish rapport between school and family. Serves as a liaison between school based personnel and preschool parents during the transition to kindergarten.

### Non-Essential Functions of this Job

Performs other duties as assigned.

### Knowledge, Skills and Abilities:

Knowledge of Head Start Administration purpose and procedures. Knowledge of developmentally appropriate practices in early childhood education. Knowledge of appropriate strategies for observation and assessment of young children. Demonstrate ability to relate well with people of varied socioeconomic and

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educational backgrounds. Excellent communications skills. Well organized. Ability to model appropriate behaviors within a variety of settings. Able to provide own transportation with reimbursement according to School Board policies. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

The minimum qualification is a combination of education and experience, with an AA or AS degree in Early Childhood, or an AA or AS degree in another field of study with a minimum of 18 college credit hours in Early Childhood/child development/child care services. Actual work experience should be in an instructional role for nursery school, child care, Head Start, or other preschool program, kindergarten, or other relevant experience, preferably with preschool economically disadvantaged children and their families.

Work Context:

Requires some sitting and standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones, and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with students, individuals, and/or teams. Requires work with students, internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting, standing, walking, and the ability to lift, carry, move and/or position objects infrequently weighing up to 50 pounds and/or 20 pounds of force frequently and/or 10 pounds of force as needed to move objects. Requires travel to schools and worksites within the district.

Local Code: 10082  
EEO5: 48  
Approval Date: 2011-06-15  
Date Last Revised: 2013-07-08

*The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*