

Leon County Public Schools Classification Specification

Salary Grade 30

Summary Information:

Classification Title: Pre-School Associate

Date Prepared: 0/2003

FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

259	Preschool Curriculum	Monitor and evaluate existing programs, curricula, materials, and standards for pre-school education.
159	Special Education Evaluation, Eligibility, and IEP Development	Participate in multi-disciplinary staffing conferences to determine eligibility and to develop IEPs.
202	Preschool (Service Delivery)	Provide services in the identification and assessment of Preschool students requiring Special Education Services.
191	Parent Involvement	Assist families in understanding their children's educational needs and the resources available within the school. Mobilize parent support for students' educational programming.
230	Managing Annual Reviews	Assists in monitoring compliance with IEPs and other student management systems.
757	Student Progress Reporting	Participates in meetings and assists teachers in communicating student progress to parents, school and/or District staff.
751	Instructional Delivery	Adapts instructional programs to fit individual needs of students, i.e., use of array of instructional aids and equipment.
753	Clerical Support	Provides direct assistance in preparation of classroom materials, assists in classroom arrangement and general clerical tasks.
752	Support Supervision for Students	Assists teachers in supervising students in non-classroom settings such as lunchroom, playground supervision, and bus arrival, dismissal.
755	In-Service Training	Participates in appropriate in service training.
999	Assigned Duties	Perform other duties as assigned.

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General Classification Specification Factors:

Education/Experience:	A.A. Degree with three years related experience; or Vocational training (720 hours) with four years related experience; or High School diploma or equivalent with five years related experience; and Appropriate certification/license as required
Supervisory Responsibility:	Yes
Type of Supervision:	Supervision is typically <u>part-time</u> with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is <u>little or no</u> responsibility for controlling costs and enhancing methods for performing work activity.

Effective Date: 07/01/2003