



MADISON CREATIVE ARTS ACADEMY, INC.

JOB DESCRIPTION

VPK EDUCATIONAL ASSISTANT

Position	Reports To	Position Type
Educational Assistant	Principal/Team Leader	Salary / Non-Exempt
Work Schedule	Salary Schedule	Last Updated
10-Month Position	\$12.00 - \$15.00/hour	July 8, 2024

MAJOR FUNCTION:

Performs instructional support work assisting classroom teachers in general clerical and administrative tasks as well as in certain daily classroom activities. Implements goals and objectives established by certified teachers and works directly with children to that end. Work is performed under close supervision of classroom teachers and administrators and is reviewed in progress and upon completion.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Carries out clerical duties related to classroom teaching and afterschool care
- Prepares instructional materials based on teacher directions
- Assists with attendance reports, class reports; collects and accounts for monies
- Grades homework and tests based on teacher instructions
- Maintains supplies and equipment for classroom use
- Monitors students during the school day and afterschool care
- Files records and materials
- Types from rough drafts or final copy
- Escorts children to classes or specialized functions
- Performs related work as required
- Demonstrates respect for students, colleagues, administrators, and parents
- Models and reinforces self-discipline and responsibility
- Works effectively with school colleagues, parents, and the community to support students' learning and well-being
- Performs other related duties as required

MINIMUM QUALIFICATIONS:

- Graduation from high school or possession of a GED, plus one (1) year of experience with children.
- Completion of the Florida Department of Children and Families 40 hour training preferred.

If needed, VPK personnel must begin the Florida Department of Children and Families 40 hour training within the first 90 days of employment by:

- Starting a Florida Child Care Facility Training Part I or Part II course,
- taking a child care competency exam, *or*
- earning an educational exemption.

All required training must be successfully completed one year from the date the training.

COMPENSATION:

This is a full-time non-exempt salaried position. The actual rate will be set annually by the Board of Directors through the budget process based on the qualifications of the individual selected. The school offers an array of benefits for employees, and will contribute up to approximately \$3,600 per full-time employee towards health insurance benefits per year.