

Job Title: Child Development Associate (CDA)
Department: Preschool
Reports To: Preschool Coordinator
FLSA Status: Non Exempt
Salary Schedule: SC (CDA Salary Schedule Assignment & Training Schedule section)



SUMMARY

Under the direction of the Preschool Coordinators, the Child Development Associate provides students with learning opportunities through the Washington County School District approved curriculum.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Prepares classroom lesson plans based on the approved curriculum under the direction of the Preschool Coordinators.

Prepares and organizes materials necessary to implement the Early Childhood Curriculum.

Directly teaches the Early Childhood Curriculum to students under the direction of the Preschool Coordinators.

Provides a safe environment and teaches children safe practices to prevent and reduce injuries. Provides an environment that promotes health, prevents illnesses, teaches children about good nutrition, and promotes wellness.

Organizes and uses relationships, physical space, materials, daily schedule, and routines to create a secure, interesting, and enjoyable environment that promotes engagement, play, exploration, and learning of all children including children with special needs.

Utilizes a variety of developmentally appropriate equipment, learning experiences, and teaching strategies to promote the physical development (fine motor and gross motor) of all children.

Implements and maintains systems for classroom and student management using positive behavior principles.

Uses a variety of developmentally appropriate teaching strategies to:

- Promote curiosity, reasoning, and problem solving to lay the foundation for all future learning by implementing a curriculum that includes mathematics, science, technology, social studies, and other content goals.
- Promote language and early literacy learning and help children communicate their thoughts and feelings both verbally and nonverbally. Assists dual language learners make progress in understanding and speaking both English and their native language.

- Explore music, movement, and the visual arts to develop and express their individual creative abilities.

Follows an approved daily schedule of learning activities.

Uses approved assessments and data collection procedures as scheduled by the Early Childhood Program.

Guides students in functioning effectively in the group, learning to express feelings, acquiring social skills, and promotes mutual respect among children and adults.

Provides a supportive environment and uses effective strategies to promote children's self-regulation and support acceptable behaviors. Effectively intervenes for children with persistent, challenging behaviors.

Establishes a positive, responsive, and cooperative relationship with each student's family, engages in two-way communication with families, encourages their involvement in the program, and supports the student's relationship with his/her family. Helps parents to understand the specific needs of their child, how the classroom addresses those needs, and appraises them of progress.

Uses observation, documentation, and planning to support the student's development and learning, and to ensure effective operation of the program. Competently organizes, plans, documents, communicates, and cooperates with co-workers.

Makes decisions based on knowledge or research-based early childhood practices. Promotes high quality services and takes advantage of opportunities to improve knowledge and competence, both for personal and professional growth and for the benefit of children and families.

Supervises students in all areas of the school.

Operates various types of office equipment such as computers, copy machines, etc.

Completes required paperwork within the required time frame.

Attends and participates in staff meetings and in-services as directed. Participates in Professional Learning Communities (PLC's).

Supervises, plans, and organizes for paraprofessional responsibilities for the best possible result.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Associate's degree or 48 semester credit hours from a college/university; or passing results on an approved Paraprofessional Assessment.

CERTIFICATES, LICENSES, REGISTRATIONS

Candidates with an Associate's Degree (or higher) in an early childhood education related field are not required to obtain a Child Development Associate (CDA) certification per Utah Code 53F-6-304.

Other candidates must obtain Child Development Associate (CDA) certification within 1 year. See Child Development Associate (CDA) Salary Schedule Assignment and Training Schedule section of this position description. Once obtained, the CDA must maintain an active CDA certification.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Child Development Associate (CDA) Salary Schedule Assignment and Training Schedule

Child Development Associates that have an associate or bachelor's degree in an early childhood education related field are eligible for compensation at Lane 8 and are not required to complete the CDA training schedule and are not required to obtain the CDA certification.

Child Development Associates that do not have an associate or bachelor's degree in an early childhood education related field, must be actively progressing in the district CDA Certification Program towards the CDA Certification. The CDA Certification must be obtained within the 1 year allotted.

Lane 6:

- A minimum of an Associate's degree, 48 semester hours from an accredited college/university, or has passing results on an approved Paraprofessional Assessment.
- Signed Training Agreement

Lane 8:

- 120 hours of Professional Development related to the 13 CDA Functional Areas
 - ✓ Safety
 - ✓ Health
 - ✓ Learning Environment
 - ✓ Physical
 - ✓ Cognitive
 - ✓ Communication
 - ✓ Creative
 - ✓ Self
 - ✓ Social
 - ✓ Guidance
 - ✓ Families
 - ✓ Program Management
 - ✓ Professionalism
- 480 Professional Experience hours
- Completed CDA Professional Portfolio
 - ✓ Training transcripts, certificates, and/or letters
 - ✓ Family Questionnaires
 - ✓ Reflection Sheets
 - ✓ Resource Collection
 - ✓ Professional Philosophy Statement
 - ✓ Reflective Competency Statements
- 10 Resource Collection items completed
- Family questionnaires distributed and collected
- 6 Reflective Competency Statements completed
- Completed Verification Visit
- Passing results on CDA Exam
- Issuance of CDA Certification _____(date)

Prepared By: Early Childhood Special Education Coordinator II & Title I Director		Date: 02/25/2015
Approved By: Executive Director, Human Resources		Date: 02/25/2015
<input type="checkbox"/> Reviewed <input checked="" type="checkbox"/> Revised	By: Assistant Director, HR	Date: 05/23/2018
<input type="checkbox"/> Reviewed <input checked="" type="checkbox"/> Revised	By: Assistant Director, HR	Date: 10/11/2018
<input type="checkbox"/> Reviewed <input checked="" type="checkbox"/> Revised	By: Assistant Director, HR	Date: 04/08/2022
<input type="checkbox"/> Reviewed <input checked="" type="checkbox"/> Revised	By: Assistant Director, HR	Date: 12/04/2023

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	