

Name: \_\_\_\_\_

## **FAMILY CENTRAL, INC.,**

### **JOB DESCRIPTION**

**TITLE:** Training Academy FCCPC Observer

**REPORTS TO:** Training Academy Manager/Director

**QUALIFICATIONS:** Bachelor's degree in Early Childhood Education, Child Development or related field required. Requires minimum of 6 college credits in early childhood education. Minimum of one years' experience working with children in the same age range as the student's classroom, and one year of responsibility for the professional growth of another adult **or** Associates' degree in Early Childhood Education, Child Development or related field, with a minimum of 6 credits in Early Childhood Education. Minimum two years experience working with children in the same age range as the student's classroom, and two years of responsibility for the professional growth of another adult, **or** an active National Early Childhood Credential or Birth Through Five/ School Age FCCPC, four years experience working with children in the same age range as the student's classroom, and two years of responsibility for the professional growth of another adult. Must have valid Florida driver's license, reliable transportation and proof of insurance. Must be comfortable working with diverse populations.

### **JOB DESCRIPTION**

#### **ESSENTIAL JOB FUNCTIONS**

1. Call each candidate to introduce yourself and confirm your appointment at least a week prior to the observation date. Re-schedule if necessary and notify Training Academy of changes
2. Identify yourself to the director upon arrival at the center.
3. Observe candidate as the LEAD teacher in the classroom for a minimum of 2 hours, using the approved FCCPC Observation Tool to record behaviors. Children must be in the age range appropriate for area of specialization. There can be no communication with the candidate during the observation.
4. For behaviors/areas which cannot be observed, conduct an oral interview with the candidate to determine knowledge of area, and score as appropriate on observation tool. Candidate's answers must indicate knowledge of developmentally appropriate practices. Interviews should be no longer than 30 minutes.
5. Tabulate score on observation tool- candidate must have a minimum score of 110 in order to pass the observation. **DO NOT LEAVE BLANKS.** Review findings with candidate.
6. Sign and date observation tool.
7. Candidate must sign and date observation tool. Leave a copy with candidate.
8. Submit completed original observation tool to Training Academy by the deadline date.