

# TRI-COUNTY COMMUNITY ACTION, PROJECT HEAD START/EARLY HEAD START

## JOB DESCRIPTION

**JOB TITLE:** Floater

**DEPARTMENT:** Head Start Birth to Five Program

**CLASSIFICATION:** Part Time; non-exempt

**GENERAL DESCRIPTION:** The Floater for the Birth to Five Program is responsible for assisting in the classroom while giving breaks to the teaching staff. This position will float from classroom to classroom as needed. Must be able to communicate effectively with children from birth to five years of age, their parents and other staff members. Must be able to address educational, health, nutrition, social and family needs of the child. Must be able to budget time wisely. Responsible for the safety and care of all children in the classroom. **This position is part-time 4-5 hours per day/ 25 hours per week maximum.**

**QUALIFICATIONS:** High school diploma or GED required. Experience working with infants, toddlers and preschool aged children. Must have training and experience necessary to develop consistent stable and supportive relationships with very young children. Experience teaching/working with infants/toddlers in public or private kindergarten, Head Start or Day Care.

### DUTIES:

- Maintain a professional attitude and adheres to personal policies, program regulations and Performance Standards.
- Participates in monthly staff meetings.
- Responsible for going through the chain of command by discussing problems with immediate supervisor.
- Maintain confidentiality at all times.
- Maintain current certification in First Aid and CPR.
- Give restroom breaks for teaching staff.
- Prepares bottles/cups needed by infants on demand. Assist with cleaning all bottles/cups after use.
- Delivers food cart to toddler room for lunch and snack.
- Cleans up toddler room after meals, takes cart back to kitchen, clean tables and floors.
- Works equally in both Head Start and Early Head Start children. Should set a routine to ensure all rooms are clean and sanitized daily.
- Assist with cleaning and sanitize playgrounds daily, complete daily playground checklist.
- Assist with kitchen duties.
- Clean lunch room area.
- Completes necessary documentation.
- Responsible for assisting with preparing rooms for the next day of class.
- Participates in Ongoing Monitoring of HS/EHS program.
- Assist in cleaning and sanitizing toys.
- Assist in cleaning non-classroom areas in the center if assigned by supervisor.
- Help set up room and activities.

- Help to arrange physical environment in which children work and play.
- Wash blankets weekly and towels daily if assigned by supervisor.
- Sweeps and mops floors.
- Clean infant Anti-Bacterial floor mats as needed per instructions.
- Assist with teacher's breaks when needed.
- Assist with daily meal count as needed.
- Assist with meal prep when Food Service Specialist is out.
- Complete height and weight on all children twice a year and send report to supervisor/Nutrition Manager.
- Must be able to lift 20 to 25 pounds if needed.
- Regular work hours are from 7:30 a.m. until 3:30 p.m. Any schedule variation must be approved by supervisor. **This is a part-time position, 4-5 hours per day/25 hours per week maximum.**
- Must possess a valid Texas Driver's License and be insurable by the agency's insurance company.
- Have the ability to conduct one's self in a manner that relates to TCCA Policies and Procedures both on and off the job.
- Perform any other assigned task relevant to the effective operation of the program or other tasks assigned by supervisor.
- Follow the four agency Behavior Competencies: Integrity, Teamwork, Professionalism and Compassion.

**SUPERVISORY DUTIES:**

None

**IMMEDIATE SUPERVISOR:**

Center Director