



# Regional Consolidated Services

## Job Description

Department Head Start

Job Title Floater

**Purpose:** This position exists to fulfill the goals and objectives of the full day/full year needs of the program, to relieve other teaching staff who need release time to fulfill educational contracts which are related to moving toward early childhood degree, and to maintain child/staff ratios and other quality standards.

### Essential Functions and Responsibilities:

1. Maintain working knowledge of and follow all Head Start, NC Daycare, sanitation and other relevant policies and procedures.
2. Provide the children with a safe, loving and nurturing environment.
3. Meet the children's needs in all areas; physical, emotional, intellectual and social.
4. Carry out appropriate and positive discipline as established by the lead teacher.
5. See that the program goals are implemented.
6. Maintain a room arrangement that is safe, clean, inviting, interesting and stimulating.
7. Sensitive and responsive to parents and act as resource person for them.
8. Attend staff meetings.
9. Responsible for collecting fees based on policy. (Only if WRAP program)
10. Complete and maintain paperwork as required for year-round care.
11. Work in other Head Start classrooms as assigned by child development coordinator.
12. Work in coordination with all components and personnel.
13. Function as part of and help build a supportive team.
14. Assist in record keeping for the classroom
15. Establish and maintain good communications with parents through daily interaction at pick up and drop off sites.
16. Classroom maintenance such as mopping, trash disposal, sweeping, dusting, etc.
17. Consistent and regular attendance is required.

### Other Duties and Responsibilities:

1. Other duties as directed by the child development coordinator or Head Start director.

**Supervisory Responsibilities:** None

### Knowledge and Skills:

1. Ability to relate joyfully and sensitively to children, parents and other family members
2. Evidence of emotional maturity and stability
3. Knowledgeable in early childhood development, developmentally appropriate practices as established by NAEYC, family dynamics, and the needs of children
4. Fluent in the language used by the majority of families served
5. Able to recognize and record significant individual and group behavior

Fiscal Responsibility: None

Physical Demands: See, hear, speak; bend, stoop, walk (sometimes fast or run); use fingers, hands, arms; lift and move up to 60 pounds.

**Working Conditions:**

1. Classroom setting and including outdoor play area with moderate to loud noise levels.
2. Local travel.
3. Travel on field trips and to other sites.

**Qualifications:**

1. High school diploma or GED required
2. Relevant experience with preschool children required
3. Physical stamina and ability to lift children and materials
4. Clean criminal and child abuse/neglect records required.
5. Valid driver's license and vehicle available during all working hours.

Classification: Non-Exempt. The Child Development coordinator supervises this position

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

Staff ID Number: \_\_\_\_\_

Date: \_\_\_\_\_