

Oregon Child Development Coalition

JOB DESCRIPTION

Position Title: Floater
Wage/Hour/Status: Exempt Non-Exempt
Pay Grade: 2
Reports to: Site Coordinator or Education Supervisor

Employee's signature of acknowledgment and understanding of this document:

Name

Date

Position Summary:

Maintains child/teacher ratios by providing lunch, morning and afternoon breaks to teaching staff in the event that they must leave the classroom.

Essential Functions:

Regular and consistent attendance is an essential function of this position.

1. Performs the duties of Teacher Assistant working with children by:
 - Assisting in implementing a good balance of child directed and teacher directed activities.
 - Providing a healthy and safe environment by assisting the supervision of children.
 - Assisting the teacher with record keeping as assigned.
 - Assisting with playground supervision.
 - Participating with children through various activities including mealtime, free choice, story time, etc.
2. Assists in the care of children by:
 - Supervising children while toileting.
 - Changing diapers and clothes, etc.
 - Preparing children to go on the bus.
 - Preparing children to go home with parents.
3. Perform custodial duties in the classroom by:
 - Performing laundry duties as assigned.
 - Assisting with general maintenance of classrooms, such as sweeping floors, disinfecting toys, tables, shelves, etc., and replenishing supplies.
4. Contributes to team effort by:

- Communicating positively with staff, parents, and children who participate in the program.
 - Attending local staff and parent meetings if required.
 - Attending local or state training if required.
 - Fostering an understanding of Head Start, its mission, goals, objectives, and program services.
5. Maintains confidence and protects agency operations by:
 - Keeping information confidential.
 6. Continually applies safety practices in all facets of the performance of duties by:
 - Complying with agency safety standards.
 - Supporting participation of a safe environment.
 - Immediately reporting any unsafe or hazardous working conditions and/or any injury.
 7. Other responsibilities:
 - Performing other work related or assigned duties.

Education and Job Requirements:

High School Diploma or GED and at least one year's experience working within a variety of responsibilities to include working with young children.

Other Job Requirements:

1. Demonstrated knowledge of Head Start system.
2. Ability to obtain current First Aid and CPR cards with infant/child CPR.
3. Must possess and maintain food handler's card.
4. Ability to pass agency sponsored physical examination.
5. Ability to relate positively to children and adults.
6. Must be enrolled in Oregon Criminal History Registry.

Other Skill Requirements:

1. Bilingual Spanish/English preferred. **Bilingual fluency may be required at some work sites.**
2. Good communication skills.
3. Ability to work and relate positively with children and adults.
4. Must perform duties with close direction and supervision given, operating from established directions and instructions.

Physical Requirements of the Job:

Pushing, pulling, and carrying supplies, cleaning equipment, and files, and other equipment in the range of 10-40 lbs. Frequent lifting, bending, squatting, and kneeling while assisting children or conducting janitorial responsibilities.

Job Conditions:

May work outdoors intermittently with exposure to typical Oregon weather. There may be frequent interruptions, working alone, evening or weekend work, working long hours during peak periods. Working in a close environment with active children.

Mental Requirements of the Job:

Continual interaction with co-workers, parents, and children to provide information. Must relate positively to children and adults. Considerable amount of variable levels of concentration with frequent or constant interruptions. Must be able to handle multi-faceted tasks on a frequent basis.

This agency believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee. At all times, employees will be required to follow any instruction and to perform any other duties within this or a lower job level upon the request of the supervisor. At times, employees may also be required to perform higher level duties