



Regional Consolidated Services Job Description

Department Early Head Start/Head Start

Job Title Floater

Purpose: This position exists to fulfill the goals, objectives and needs of the program.

Primary Duty: Provides relief to teaching staff and assists in maintaining child/staff ratios and other quality standards.

Essential Functions and Responsibilities

1. Maintains working knowledge of Head Start Performance Standards, the Head Start Act, NC Child Care Regulations, RCS Employee Handbook and RCS Head Start Operations Manual.
2. Provide the children with a safe, loving and nurturing environment.
3. Offer a program that meets the emotional, physical, intellectual and social needs of both the individual and the group.
4. Carry out appropriate and positive discipline as established by the lead teacher.
5. Ensure 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 training and staff meetings.
9. Responsible for collecting WRAP fees. (10a-6p ONLY)
10. Complete and maintain WRAP paperwork.
11. Work in coordination with all component areas.
12. Function as part of and help build a supportive team.
13. Assist in record keeping for the classroom.
14. Establish and maintain good communication with parents through daily interaction at pick up and drop off sites.
15. Assist with daily classroom cleaning such as mopping, trash disposal, sweeping, dusting, etc.
16. Consistent and regular attendance is required.

Other Duties and Responsibilities

1. Other duties as directed by the child development coordinator.

Supervisory Responsibilities: None

Knowledge and Skills

1. Knowledgeable in early childhood development, developmentally appropriate practices as established by NAEYC and North Carolina Foundations.
2. Willing to accept job-related responsibilities at other than normal working hours.

Fiscal Responsibility: None

Physical Demands

1. See, hear, speak; use fingers, hands, arms; walk (sometimes fast or run); able to lift and move up to 60 pounds; bend, stoop, push, pull.

Working Conditions

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

Qualifications

1. High school diploma or GED required
2. Relevant experience with preschool children preferred
3. Able to obtain clean background checks through the Department of Health & Human Services (DHHS).
4. CDL and bus driver certificate optional

Classification: Non-Exempt position for 10 months with possible summer hours. The Child Development Coordinator supervises this position.

Staff Name: _____

Staff ID Number: _____

Date: _____