**JOHNSTON-LEE-HARNETT COMMUNITY ACTION, INC.**

**EARLY HEAD START FLOATER**

**Position Title:** Early Head Start Floater (Infants, Toddlers)

**FLSCA Status:** Non-Exempt

**Work Schedule:** Monday through Friday 8:00 a.m. – 4:00 p.m.

**Job Status:** Full Time

**Supervised by:** Center Director

# POSITION SUMMARY

The floater is responsible for maintaining teacher/child ratio in classrooms where staff is absent from classroom. The Floater will follow standards and regulations of the Head Start Performance Standards and other US Department of Health and Human Services regulations, the NC Child Day Care Requirements, the Child and Adult Food Program regulations, and the standards of JLHCA, Inc.

# ESSENTIAL FUNCTIONS

* Work with children as assigned; respond quickly and directly to children’s needs, desires and verbal and non-verbal messages adapting the response to the children’s differing styles and abilities.
* Supervise children in the classroom and on the playground ensuring their safety. Take care of all aspects of children’s personal needs.
* Assist at meal and snack time by preparing and setting up tables, place food in appropriate containers for family style service, sit and eat with children modeling good manners and healthy food choices; guide children in cleanup activities following meals and snacks.
* Assure a clean, safe and orderly physical environment by assisting with or performing cleaning activities, returning objects to their correct place, organizing materials, displaying children‘s work, posters, bulletins, and parent information in an attractive and appropriate manner.
* Take attendance, conduct meal counts, sign-in and out records and other records as assigned.
* Provide support and guidance for parent and other classroom volunteers.
* Comply with Head Start/Early Head Performance Standards; JLHCA, Inc. Head Start/Early Head Start policies and procedures, and other applicable state and federal regulations.

# POSITION QUALIFICATIONS

* High School Diploma or GED and Early Childhood Credentials.
* Experience with preschool aged children in a group setting.
* Bilingual English/Spanish skills helpful.
* Ability to set and maintain professional boundaries with families.
* Ability to visually supervise children. Ability to hear a child communications, including crying and pre-language communications.
* Ability to physically interact with young children through running, chasing, bending, stooping, lifting, climbing, and standing. Occasional lifting up to 40 lbs.
* Ability to take corrective actions to prevent harm of young children: anticipating dangerous situations, and then responding quickly.
* Lifting children weighing up to forty (40) pounds.
* Bending at the waist, kneeling or crouching to maintain direct eye contact with children.

**PHYSICAL DEMANDS**

* X Walking X Sitting X Pushing X Climbing
* X Stooping X Standing X Kneeling X Crouching
* X Lifting (40lbs.) \_\_X\_ Bending

# LICENSES AND CERTIFICATIONS

* Certification in Infant and child CPR and First Aid.
* Complete Fire Safety Training annually.
* Continued enrollment in Child Care division-Criminal History Registry is required.
* Physician statement of good health and provide personal statement of annual physical.
* Have negative results of TB test before beginning to work and on an annual basis.
* Valid NC Driver’s License and a vehicle that is readily available.

**I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Name (Print):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_