



JOB DESCRIPTION

<u>TITLE:</u>	Floater Teacher
<u>CATEGORY/DEPT:</u>	Center-based Early Education Program
<u>REPORTS TO:</u>	Early Education Center Manager
<u>REPORTING STAFF:</u>	No
<u>STATUS:</u>	Non-Exempt

AGENCY OVERVIEW:

Westside Children's Center (WCC) exists to give at-risk children and children living in poverty the foundation they need to increase their life choices and lead fulfilling lives. For over 25 years, WCC has been providing thousands of at-risk children and their families with critical, high-quality early education programs (including comprehensive Early Head Start services), family strengthening interventions, foster care and adoption services, and a range of vital, integrated services, including educational assessments, disabilities screenings, nutrition, dental and vision screenings, and pediatric health consultations.

JOB SUMMARY:

The Floater teacher is responsible to implement classroom activities either in the absence of a Teacher or on a daily basis, in place of a teacher, as needed. The floater teacher will aid in the implementation of the daily schedule and routine, leading activities, developing nurturing relationships, and ensuring the safety, security, and supervision of clients.

ESSENTIAL JOB DUTIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required.

General

- Use daily classroom activities and routines as opportunities to promote children's social, emotional, language, cognitive, and physical development
- Assist teachers in the development and implementation of a structured classroom environment, including implementation of age-appropriate curriculum (lesson plans)
- Always maintain required adult-child ratios in classroom
- Maintain constant supervision of children (remain within sight and sound of children at all times)
- Follow classroom policies and procedures to ensure the health and safety of children at all times
- Complete and report any symptoms of child abuse to supervisor and child abuse hotline (as a Mandated Reporter)
- Complete daily health checks regarding hygiene, safety, and overall well-being of the children
- Assist with functioning and monitoring of nutrition and food service (following CACFP guidelines)
- Report all staffing and classroom concerns to supervisor in a timely manner

Classroom

- Supervise classroom routines which includes toileting, diapering, food preparation, and transitions
- Assist in keeping the classroom organized and arranged appropriately
- Assist in organizing classroom materials to carry out activities
- Model appropriate behaviors for children as well as other adults in the classroom (including but not limited to interns, teaching and substitute staff, and volunteers)
- Provide functional training and guidance to interns, substitutes and volunteers assigned to the classroom
- Utilize developmentally appropriate behavior management techniques in the classroom, as needed, to guide and support children's needs
- Keep teachers and the Director of Early Childhood Education or other Center Management informed of problems that arise in the classroom
- Follow the proper procedures when releasing children during pick up time

Relationships with Parents/Legal Guardians

- Assist teachers in creating a classroom environment that encourages parent participation
- Assist teachers in maintaining open and positive communication with parents/legal guardians
- Report any issues or concerns that arise in communication with parents/legal guardians

Team

- Build positive communication and cooperate with other staff to create and maintain a professional atmosphere
- Cooperate with staff members regarding program decisions
- Communicate with staff members regarding issues concerning children and/or their parent/legal guardian
- Follow through with program decisions, plans, and expectations

Professional Development

- Participate in requested staff meetings and development programs at the Center and obtain yearly and/or ongoing training as required by licensing and/or Center Management
- Participate in ongoing development and evaluation of the center's goals and objectives
- Complete yearly performance evaluation
- Staff must believe in and act in accordance with both the Agency's and the program's mission statements

In accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description.

QUALIFICATIONS & EDUCATION:

- Preferred twelve (12) Child Development/ECE units or Child Development Associate Permit or CDA; Minimum (6) Child Development/ECE units required.
- Preferred at least (3) three semester units related to infant and toddler development acceptable to meeting licensing requirements with passing grades of "C" or better; Must be willing to obtain infant/toddler units if necessary.

- Required, at least six (6) months to two (2) years work experience with preschool and/or infant/toddler in a licensed center.
- Pediatric CPR & First Aid certification
- Good verbal and writing skills and can write a report.
- Bilingual (English and Spanish) preferred but is not required.
- Must be willing to work toward obtaining a Preschool or Infant and Toddler CDA within one year of employment.
- Fingerprint background clearance (DOJ, FBI & Child Abuse Clearance Index), or approved exemption
- Successful completion of pre-employment physical and PPD risk assessment
- Class “C” driver’s license, proof of insurance and access to reliable transportation required

Westside Children’s Center is an equal opportunity employer and encourages all applicants and seeks to hire qualified staff who reflect the rich diversity of the communities we serve. We define diversity in broad terms to include race, ethnicity, nationality, age, gender, religion, sexual orientation, gender identity and expression, disability, geography, socio-economic status and other unique attributes that make us who we are.

FOR CONSIDERATION:

- Send cover letter and resume to hr@westsidechildrens.org