



## Floater

**Classification:** Non-exempt  
**Status:** Part-time  
**Reports to:** Center Manager  
**Location:** Assigned Head Start Center

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### **JOB DESCRIPTION:**

#### **Summary/Objective:**

To assist and cooperate in a supportive role with relieving teaching staff for breaks and planning time. Promote health, safety, nutrition and the education of the children in the classroom.

#### **Essential Functions:**

- Works in each classroom or in outdoor play areas as assigned to provide breaks for all teachers and teacher assistants.
- Works according to a schedule determined with input from all teaching staff and the center director in all classrooms.
- Participates with children as needed during family style meal times in an effort to model good nutritional habits.
- Becomes familiar with the individualized programs or behavior plans for each child.
- Assists teacher implemented behavior management plans and behavior plans for each child.
- Assists the teacher with providing an atmosphere that promotes and reinforces parental engagement.
- Assists the teacher in preparing an annual inventory of all classroom supplies and equipment.
- Adapts planned activities, materials and equipment to facilitate participation by special needs child/children.
- Monitor and ensure confidentiality of student's records
- Performs required school readiness activities for child/children, as designated by center director and/or teaching staff.
- Participate in annual program self-assessment and continuous quality improvement initiatives of the overall program.
- May be required to use your own personal vehicle to fulfill your job related responsibilities.
- Be a positive role model by maintaining the highest level of professional and ethical behavior throughout your interactions with both internal and external customers.
- Attends work regularly per assigned work schedule and in accordance with Agency policy.
- Attends and participates with in-service training, staff meetings and other activities to facilitate professional development.
- Works cooperatively with others including all staff, supervisors, administrators, co-workers, community professionals, clients, vendors and the public.
- Follows instructions and abides by Agency policies and procedures.
- Assumes other duties, responsibilities and special projects as needed

#### **Secondary Functions:**

- Works cooperatively and effectively with Agency volunteers maximizing the volunteers' experience while meeting the needs of the programs.
- Become familiar with and adhere to the Head Start Program Performance Standards and State of Maryland child care licensing requirements.

#### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- ✓ Ability in work in a classroom environment.
- ✓ Ability to perform duties in an active environment with changes in climate and noise level.
- ✓ Ability to communicate on the telephone.
- ✓ Ability to complete tasks with numerous interruptions.
- ✓ Ability to sit for long periods of time.
- ✓ Ability to walk up and down stairs.
- ✓ Ability to lift up to 50 lbs.
- ✓ Ability to bend, lift and carry.
- ✓ Full awareness of environmental stimuli
- ✓ Full range of motion above the head.
- ✓ Ability to operate a motor vehicle.

**Education:**

High School Diploma

45 hour and/or 90 hour early childhood education certificate

**Experience:**

Experience working with children in the age group of 3 to 5 years old in a group setting preferred.

Bilingual/Spanish speaking a plus

**Abilities and Skills:**

- ✓ Ability to use computer.
- ✓ Ability to read, writes, comprehend and speak English.
- ✓ Ability to work with little to no direct supervision.
- ✓ Effective communication skills, both oral and written.
- ✓ Must be organized, flexible and dedicated to quality service delivery.
- ✓ Ability to maintain a safe environment for up to 20 people. This includes, but is not limited to the physical ability to evacuate students and clients during disaster drills and emergency situations.
- ✓ Ability to work independently and collaboratively with others.
- ✓ Ability to prioritize and manage multiple tasks effectively.
- ✓ Demonstrate integrity and ethical standards in job performance.
- ✓ Ability to work with sensitive information and maintain a high degree of confidentiality.
- ✓ Ability to move quickly in order to respond to children who are very active and may need redirection in order to ensure their safety and/or the safety of others in the environment.
- ✓ Ability to demonstrate compassion and respect for persons with economic challenges.

**AAP/EEO Statement:**

Community Action Council of Howard County is an equal opportunity employer. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

NOTE: At the discretion of the Personnel Officer, additional related experience and/or education may be substituted in lieu of the requirements specified above under Education and Experience.

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Employee Signature

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Date