

# Community Action of Southeast Iowa In-House Ad

**Please Post:** November 5 through November 12, 2021

**Title:** Head Start – Float Teacher

**Base:** Keokuk, IA

**Salary:** \$ 10.75 per hour

**Classification:** Part Year/Part Time – 28 hrs / week

## JOB DUTIES INCLUDE:

1. Maintain confidentiality.
2. Maintain a flexible schedule to assist in covering classrooms' staff ratios for staff absences and break times.
3. Assist teacher in preparing and carrying out activities and performance of duties as necessary for operation of the center.
4. Foster growth of children by: building confidence and responsibilities in each child; modeling and encouraging proper personal hygiene; interacting individually and in small groups with children; achieving consistent discipline within the classroom; modeling and encouraging pleasant conversation, good eating habits and proper table manners during meals; eating the same menus with the children at child-sized table.
5. Assist with housekeeping chores for health and safety of the children including sweeping, mopping, disinfecting, dishes, vacuuming, cleaning tables and bathrooms and picking up classroom.
6. Responsible for keeping children clean (including cleaning up bodily fluids, changing diapers or pull-ups or training pants, assisting with toilet training) to be in compliance with licensing standards.
7. Keep necessary reports up to date and assistance in the observation, evaluation and recording of children's developmental progress.
8. Monitor and record children's daily activities as required for the classroom.
9. Attend meetings/trainings as required and all mandatory trainings.

## JOB QUALIFICATIONS:

1. High school diploma or GED. Prefer minimum of CDA or AA in Early Childhood Education.
2. Prior experience working with groups of children ages 3-5.
3. Must be at least 18 years of age.
4. Ability to lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

If interested in applying for this position, contact Community Action of Southeast Iowa, 2850 Mt Pleasant St, Suite 108, Burlington, IA 52601, or call (319)753-0193, and submit an updated agency application by 5:00 pm Friday, November 12, 2021.

HEAD START Parents: The above position is currently being advertised to staff. Your application will be considered if no staff apply.

*Affirmative Action / Equal Opportunity Employer*