

**COMMUNITY ACTION OF SOUTHEAST IOWA**  
**JOB DESCRIPTION**

**Job Title:** Float Teacher  
**Department:** Head Start / Early Head Start  
**Reports to:** Head Start Education Coordinator

**Summary:** Assist teachers in providing a quality, comprehensive program for children ages birth through five years; assist transportation services by escorting children, adults or materials to their specified locations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Maintain confidentiality.
2. Acquire knowledge of Head Start/Early Head Start goals, objectives and regulations.
3. Maintain a flexible schedule to assist in covering classrooms staff ratios for staff absences and break times.
4. Maintain consistent rules for children.
5. Maintain records and prepare reports on students' behavior.
6. Be familiar with location and use of emergency equipment and procedures.
7. Take part in and help supervise children during field trips as assigned.
8. Be respectful, supportive and courteous to each family.
9. Provide a safe, healthy, nurturing atmosphere that promotes optimal growth in children.
10. Foster growth of children by: building confidence and responsibility 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 when working in the classroom.
11. Assist the teacher with preparing and carrying out activities and performance of duties as necessary for operation of the classroom.
12. Assist with housekeeping chores for the health and safety of the children including sweeping, mopping, disinfecting, cleaning dishes, vacuuming, cleaning tables and bathrooms and picking up classroom.
13. Responsible for keeping children clean (including cleaning up bodily fluids, changing diapers or pull-ups/training pants, assisting with toilet training) to be in compliance with licensing standards.
14. Prepare meals and snacks as necessary following Child and Adult Care Food Program (CACFP) and Head Start guidelines.
15. Monitor and record children's daily activities as required for the classroom.
16. Direct the loading and unloading of students on bus to maintain safe conditions on occasion.
17. Assist children getting off/on special service buses occasionally.
18. Walk children to and from classroom upon arrival and after classroom departure occasionally.
19. May substitute as Bus Monitor on occasion.
20. Report any safety hazards to the Bus Transporter or Central Office.
21. Relay pertinent information concerning the children to staff.
22. Participate in staff meetings, pre-service, in-services and other training opportunities as mandated.
23. Knowledgeable of and responsible for the implementation of the Head Start Performance Standards and be aware of the Agency's other programs, mission and goals.
24. Model professional behavior and dress code.

**SUPERVISORY RESPONSIBILITIES:** This job has no supervisory responsibilities.

**QUALIFICATIONS:** 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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High School diploma or General Education Degree (GED). Must begin work on Child Development Associate (CDA) certification upon hire; must obtain CDA within two (2) years of employment. Prefer employee has experience working with children ages birth to 5 years old in a child care / pre-school environment.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write or verbally relate information between staff and families.

**MATHEMATICAL SKILLS:** Ability to add and subtract two digit numbers and to multiply and divide with ten's (10's) and one hundreds (100's).

**OTHER REQUIREMENTS:** Must be able to travel throughout the four county service area regularly and travel occasionally state and nation-wide. Must have a valid driver's license, access to a vehicle and be insurable. Prior to employment, and every three years thereafter, employee must have a physical examination with a TB screening (documented on DHS form 470-5152). Upon hire, and as required thereafter, must submit fingerprints for a national criminal record check. Upon hire, and as required thereafter, must obtain/maintain current: First Aid and CPR certification, Mandatory Child Abuse and Neglect certification, Medication Administration training, Universal Precautions, Bus Monitor training and Nutrition/Civil Rights training as required by our regulatory agencies. Employee must have access to working telephone and must keep Central Office and Supervisor informed of the current telephone number.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables. Ability to understand a variety of instructions in written, oral, diagram, or schedule form.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to reach with hands and arms. The employee is required to stand, walk, run, climb, balance, crouch and/or stoop. The employee must occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions and vibration if riding the bus. The employee is regularly exposed to childhood illness. The employee could be exposed to wet and/or humid conditions. May need to travel in inclement weather. The noise level in the work environment is usually moderate, but may be loud on occasion. Must be able to quickly adapt to a changing schedule in a hectic environment.

Established: 12/2016, Rev. 09/2021  
Policy Council approval: 01/2017

Reviewed by: Sheri Wilson, Executive Director Date: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_