



Position Description

Job Title:	Classroom Floater, EHS
Program:	Early Head Start
Reporting Contact:	Center Director
Work Schedule:	Monday-Friday, 8am-4:30 pm
Apply Online:	https://cssrcfs.sentrchr.com/#Sm9iT3BlbmluZ3N8fA==
Exempt:	No
Full-time:	Yes
Qualified for Benefits:	Yes

Overview

To meet the needs of Early Head Start families, Richland First Steps offers both home-based and center-based options to serve infants eight weeks of age until three years of age. The **classroom floater** will be responsible for supporting the classroom caregivers and the center director in creating classroom settings that meet the needs of the enrolled children and their families. First Steps and Early Head Start guidelines must be met or exceeded. Each classroom will have two qualified care-teachers serving not more than eight children.

Programming Expectations and Outcomes

Children will receive comprehensive early childhood development services focused on:

- Optimizing brain development and cognitive skills;
- Improving health status via screenings and referrals as appropriate;
- Special attention to social/emotional development.

Parents and families will be given education and job training to optimize their parenting skills as well as linkages to employment, training and job opportunities.

Qualifications

- Must possess at least an Infant-Toddler CDA credential, have completed ECD 101, or a closely related course.
- Experience working with infants, toddlers, and families with varied educational backgrounds and of all socio-economic and cultural groups.
- Experience with Creative Curriculum for Infants, Toddlers, and Twos.
- Demonstrated knowledge of child growth and development and age-appropriate teaching strategies.
- Ability to communicate effectively verbally and in writing.
- Respect for individual differences.
- Ability to work with a multidisciplinary team.
- Pass criminal and other background checks prior to employment.

Essential Functions

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.)

- Treat Head Start participants, community members and fellow staff with positive regard as defined in Head Start's mission statement.
- Keep classroom and outdoor environment clean, safe, and appropriate for young children.
- Care for infants and toddlers including feeding, diapering, dressing, and play. This may include lifting and carrying children throughout the day.
- Encourage and promote parental involvement.
- As needed, assist with parent conferences and home visits to share and gain information on children's progress, needs, and interests and provides for other parent contacts on a variety of issues, including child's attendance.
- Assist classroom caregivers, as needed to assess physical, social, emotional and cognitive development and learning readiness of children using assigned tools.
- Understand and follow both Head Start Performance Standards and First Steps Program Standards.
- Understand and follow DSS, DHEC and CACFP regulations.

Other Duties and Expectations

- Help carry out weekly lessons plans.
- Complete all paperwork and documentation as required by Richland County First Steps, Early Head Start, and the child care center.
- Participate in individual professional development as well as organization training such as Blood Borne Pathogens, Mandated Reporting and First Aid.
- Other duties as assigned.

Essential Mental Functions

- Ability to prioritize tasks and maintain boundaries, especially as it relates to activity timelines listed in the Head Start Program Performance Standards and the Head Start Act.
- Ability to organize and present correct information and answer questions effectively.
- Effective listening and observation skills.

Essential Physical Functions

- Ability to lift 40 pounds.
- Must be able to regularly kneel, bend, and sit/squat on the floor to meet the needs of the position (classroom).

Equipment/Databases Used

- Equipment: SentricHR app, cell phone
- Database(s):