## A green triangle with a letter Description automatically generated with low confidence **ACCORD CORPORATION**

## **Job Description, Qualifications, and Evaluation Documentation**

## **Job Title:** **Floater or Substitute**

## **Division: Head Start**

## **Reports To: Center Manager**

**FLSA Classification:**  **Non-Exempt**

**Job Category:**  **Support Staff**

**Pay Range:** **$16.87 - $26.71**

**Work Year: 10 months -or- 12 months**

**Work Hours: 35 hours/week, generally Monday-Fridays, hours established based on program needs, with some evening/weekend work required**

**-or-**

**Subject to call: as needed Monday-Fridays, hours established based on program needs, with some evening/weekend work required**

**Job Description approved by Human Resources Director: 5/22/2024**

## **Job Overview:**

## Prepares children and their families for Kindergarten success by working cooperatively with classroom staff to prepare for and implement curriculum activities; maintain routine and structure; and ensure a safe, healthy learning environment.

## **Essential Job Responsibilities and Duties:**

Establishes and maintains a safe, healthy, and nurturing learning environment by interacting with children in a manner that is nurturing and response to their needs; by preparing safe and age-appropriate materials and equipment, and daily cleaning, sanitizing and completion of indoor/outdoor safety checklists.

Supports classroom staff in maintaining consistent routine, structure, and safety in the classroom using appropriate behavior management, active supervision, and zoning strategies and implementing quality transitions activities.

Supports classroom staff with timely and accurate recording of daily health checks, attendance, nutritional services (CACFP), case notes, and other areas as assigned into data management systems.

Engages parents by creating a warm and welcoming environment.

Assists Bus Drivers in providing safe program transportation by assuring that each passenger is properly restrained and ensuring bus safety and proper release of children procedures are followed.

Maintains and implements professional and technical knowledge by attending training, establishing professional networks, and documenting training attendance.

Promotes a positive agency image and credibility by adhering to our code of conduct.

Assures effective risk management practices by identifying and reporting potential safety, ethical, and legal concerns.

Contributes to team effort by accomplishing program goals and completing other duties as assigned.

**Required Skills & Abilities/Decision Making:**

Embraces and aligns with the agency mission and vision, and division/program goals

Follows and accurately interprets policies, procedures, and other written materials

Demonstrates skills in the use of computer word processing and data entry

Functions under a variety of working conditions and effectively manages multiple tasks and priorities and demonstrates the ability to differentiate between tasks of varying priority levels, responding appropriately

Accepts supervisor recommendations and treats colleagues, staff and program participants with respect, and performs job results in a non-judgmental manner.

Maintains a clean and safe working environment

Assesses problems accurately in terms of scope and consequences choosing the most appropriate course of action.

Complies with procedures, rules and regulations to maintain the security of the facility**.**

Safeguard confidentiality in compliance with program and agency policies.

Works independently with initiative, self-motivation and effective problem solving.

**Time Expectations:**

Will work all assigned hours and report to work on time.

Will meet all time frames and due dates without reminders.

Will make appropriate use of leave time to balance personal, agency and workload needs.

**Qualifications:**

**EDUCATION**: High school diploma

**License Requirements:** Current, valid driver’s license and clean driving record.

**EXPERIENCE:** Six months experience working with children.

**Environment & Physical Demands:** (This position may require the following physical demands and exposures:

The employee may require engaging in talking, carrying objects, grasping, using manual dexterity, seeing peripherally, sitting, listening, seeing near and far, and general lifting.

**Approvals and Acceptance**

I have read and understand this job description and evaluation documentation. I accept the responsibilities and agree to fulfill these duties.

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Employee Signature Date

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Supervisors Signature Date