

Highland Rim Economic Corporation

Title: Floater/Teacher Assistant	Reports to: Lead Teacher
Status: Non-Exempt	Department: Head Start
Skill Level: 7	Pay Grade: 701
Location of Work:	

Description:

The Floater/Teacher Assistant is responsible for assisting and maintaining active supervision to ensure children's safety. The Floater/Teacher Assistant assists with daily operations of the program to ensure high quality comprehensive services.

Responsibilities:

- Adheres to all agency operational Policies and Procedures and written plans in accordance with Federal Performance Standards and state and local guidelines
- Respects and maintains confidentiality and privacy of all records and information of staff, children, and families
- Reports suspected child abuse or neglect as required by law in accordance with agency policy and procedures and state guidelines
- **Responsible for assisting the agency in achieving the Non-Federal Share In-Kind match, as required by the Office of Head Start**
- Assists Lead Teachers will conducting home visits and parent/teacher conferences as needed
- Interacts with families to promote optimum participation
- Assists with daily activities of all staff and volunteers
- Assists and supports cultural diversity and individualization of children
- Assists with providing opportunities for all children to develop self-esteem as well as fine and gross motor, self-help, language, social and cognitive skills
- Assists with performing daily health checks of children
- Assists with daily facilities and playground checks
- Prepares meals and snacks in accordance with menus and special diet accommodations
- Ensures cleanliness and sanitization of kitchen area/cooking surfaces, etc., in accordance with Health Department regulations
- Ensures proper documentation of all kitchen-related paperwork
- Ensures children are released to person listed on the Emergency Card
- Ensures all bus passengers are restrained with appropriate safety systems
- Attends all assigned meetings/trainings as required
- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities
- Ensures cleanliness of classrooms/centers by working in conjunction with peers daily on janitorial duties
- ***Performs other duties as assigned to meet the needs of the organization***

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Qualifications/Requirements:

- High School Diploma or GED
- CDA credential or state-awarded certificate that meets or exceeds the requirements for a CDA credential, or are enrolled in a program that will lead to an associate or baccalaureate degree or, are **enrolled in a CDA credential program to be completed within two years of the time of hire**
- Possession of a Valid Tennessee Commercial Driver's License, DOT Medical card, and maintain a vehicle liability insurance policy
- Ensure periodic physical examinations and tuberculin test
- The incumbent is subject to a criminal background check and must pass pre-employment/random drug and alcohol screenings
- Prefer bilingual (English/Spanish)

Knowledge or Skills:

- Early Childhood experience
- Ability to plan and coordinate program activities that effectively utilize available staff and other resources
- Ability to effectively supervise and monitor the activities of children during indoor and outdoor activities and remain cognizant of their whereabouts at all times
- Ability to assist with the development and implementation of effective and age appropriate programs curricula for pre-school age children
- Organizational, decision-making and multi-tasking skills
- Proficient in written and verbal communication
- At minimum, basic computer literacy
- Adheres to professional ethic and standards
- Good interpersonal skills and the ability to work as a team member

Physical Requirements:

This position requires incumbent to walk, sit, use hands, and fingers to handle or feel objects, tools or controls; reach with hands and arms; and talk and hear. Daily required to stand, climb, balance and stoop, kneel, crouch or crawl. Incumbent is required to regularly lift and or move up to (50) fifty pounds. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Travel up to 25%.

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The required physical demands described above are not all inclusive in describing the demands that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is not intended to be all-inclusive; employees may perform other related duties as negotiated to meet the need of the organizations.

Signature: _____ **Date:** _____