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| **POSITION DESCRIPTION** | |
| **Title:**  Classroom Float-Head Start | **Date Prepared/Reviewed:**  03/2014, 4/2015, 3/2017, 4/2020, 7/2021, 7/2022 |
| **Reports to:**  Education Coordinator | **Supervise:**  None |
| **Schedule:** Follows the Full Day Calendar schedule (9-month position), works Monday-Friday, 8:30-3:30, does not work on no-kid days such as Staff Work Days or Home Visit/Conference days. Will work when there are Training Days. | |
| **Purpose of Position:**  To assist with the implementation of a Head Start Birth to Five classroom. | |
| Below are the essential duties of this position. Other duties may be assigned, as needed.  **May be relocated within the SENDCAA Head Start or Early Head Start sites to best fit the program needs.**  **Essential Duties and Responsibilities:**  *Program*   * Education staff are trained as mandated reporters and will report any observations of concern to Cass County Social Services * Responsible for following Head Start and SENDCAA program policies and procedures, which include Standards of Conduct, Naptime, Outdoor Play, Classroom Relief, Meal Time, etc. * Participates in relevant training, including staff meetings, site meetings, reflective supervision & case management meetings | |
| I understand my duties under the *Program* section (please initial): | |
| *Education*   * Maintain working knowledge of Head Start Performance Standards and the Early Learning Outcomes Framework * Participates in coaching process with Teacher Coach & Education Coordinator to promote positive, effective learning environments for children * Ability to take on tasks such as: leading small group activities, read aloud, transitioning children from one activity to another, and leading large group when necessary * Assist classroom staff by supervising children in classroom/bathroom * Assists in educational and enrichment activities such as reading, painting, imaginary play, etc. * Assist in preparing students for nap time * Provide coverage to allow teachers to have preparation time and breaks * Maintain active supervision while interaction with students * May be asked to substitute when teachers are gone at a site | |
| I understand my duties under the *Education* section (please initial): | |
| *Classroom Organization*   * Assists in the upkeep and maintenance of the classroom equipment, materials, and supplies * Assists in maintaining a clean and safe classroom by picking up/cleaning up messes, cots, toys, books, etc. * Responsible for light cleaning including, but not limited to, wiping down surfaces, sweeping, disinfecting toys/areas, etc. * Assist Teacher and Teacher Assistant in day-to-day classroom planning, preparation (daily prep and closing duties), and activities | |
| I understand my duties under the *Classroom Organization* section (please initial): | |
| *Family*   * Respect each family’s cultural, ethnic, and linguistic diversity * Encourages parent/volunteer participation in the classroom | |
| I understand my duties under the *Family* section (please initial): | |
| *Health and Safety*   * Ensures and models good health practices, such as tooth brushing and hand washing, are practiced * Responsible for implementing family style meals in a pleasant, well-lit area that encourages conversation & socialization. See Mealtime procedure for further instruction * Ensures no child will be left alone or unsupervised at any time | |
| I understand my duties under the *Health* section (please initial): | |
| *Other Duties:*   * Performs other duties as assigned or requested * Occasional travel to other sites to cover in other classrooms * Attends meetings and training sessions as needed | |
| I understand my duties under the *Other* section (please initial): | |
| **Education/Training Required:**  CPR and First Aid certification to be completed within 3 months of hire  **Education/Training Preferred:**   * Baccalaureate Degree in Early Childhood Education or a Related Field * Associate Degree in Early Childhood Education * Child Development Associate credential * Enrolled in a program leading to an associate or baccalaureate degree * Enrolled in CDA Credential program to be completed within one year of hire. | |
| **Minimum Experience and Skills Required:**  To perform the duties of this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below outline the knowledge, skills, abilities, and competencies that are required in this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.   1. High School diploma 2. 3 months experience working with children 3. Knowledge of developmentally appropriate interaction with young children 4. Ability to communicate in a professional and appropriate manner with children, parents, and staff. 5. Ability to work effectively with a diverse group of individuals, including clients and co-workers, and to maintain effective working relationships with SENDCAA clients and staff. 6. Ability to perform work independently under general direction of supervisor. 7. Supports team efforts, cooperates with others, and actively learns from other team members. 8. Ability to follow protocols, (e.g., chain of command, confidentiality) when communicating with others in the program, families, governing body, policy group, committees, and those in other community programs. 9. Ability to carry out the duties of this position while helping to fulfill SENDCAA’s mission while adhering to policies, procedures, and regulations. | |
| The working conditions and environment and the physical requirements/activities listed below 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.  **Working Conditions and Environment:** While performing the duties of this position, the individual generally has good working conditions. The employee is often exposed to moderate noise from children.  **Physical Requirements/Activities:** While performing the duties of this position, the individual is regularly required to stand, walk, sit, carry, balance, kneel, bend, stoop, crouch, reach with hands and arms, use hands to finger, handle, feel and use equipment/materials, push, pull, lift, twist, grip, see/observe, and communicate (talk and hear). Occasionally, the employee is required to exert up to 25 pounds of force and/or less than 25 pounds of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Intermittently, the employee is required to exert up to 40 pounds of force to lift, carry, push, pull or otherwise move objects, including the human body. Intermittently, the employee is required to jump, crawl or climb.  **Employee Benefits and Wage:** Information provided in addition to position description. | |
| **The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all job duties performed by personnel in this position.**  **I have read and understand the above Position Description.**    **Employee Signature Date** | |