

# York County Community Action Corp.

## Children's Services

### CLASSROOM FLOATER

### JOB DESCRIPTION

**REPORTS TO:** Early Childhood Education Manager, with input from Center Managers

**STATUS:** Non Exempt

**PAY GRADE:** 4

**EMPLOYMENT PERIOD:** 35 hours a week, 49 weeks a Year

**PURPOSE:** The EHS/HS Classroom Floater functions as a member of the center staff team and contributes to ensuring the agency's full compliance with the Maine State Licensing. The EHS/HS Classroom Floater is responsible for helping the Teaching Staff carry out the goals of providing young children with a nurturing and responsive educational experience by supporting classrooms where directed. The EHS/HS Classroom Floater will travel throughout York County to support the YCCAC Early Head Start and Head Start Classrooms.

#### **RESPONSIBILITIES:**

##### **Program Services**

Requirements to meet standard include:

- At the direction of the ECE Manager, Classroom Lead Teacher and/or the Center Manager. The Classroom Floater assists in the implementation of daily age-appropriate programming through planning, observing, and documenting which meets the individual developmental needs of children and reflects the language, culture, and traditions of families.
- Travels throughout York County to support Head Start and Early Head Start classrooms by providing coverage when directed; as well as additional support when needed.
- Assists in connecting with families and children to make them feel welcomed, safe and respected.
- Assists with providing emotional support by maintaining a positive climate and being responsive to children perspectives.
- Supports an inclusive classroom environment to enhance all children's growth and development
- Following their lead, assists teaching staff with classroom activities and coverage.
- Supports the proper sanitation of infant/toddler toys and equipment after use.
- Responsible for assuring a clean, sanitized, safe, and inviting classroom.

##### **Professional Development**

Requirements to meet standard include:

- Maintains a professional level of confidentiality in regards to children, families and center staff.
- Relevant information will be discussed with appropriate supervisor.
- Attends and participates in sanitation, and other job related training as directed and approved by their supervisor.
- Adheres to all program policies.
- Performs all other duties as assigned, or as necessary to fulfill the position.

#### **QUALIFICATIONS:**

1. The Early Head Start/Head Start Classroom Floater must have or be working toward a CDA; CDA preferred.
2. Must be able to lift 40 pounds, reach to an area of two feet and bend to ground level.
3. The Classroom Floater should be an open, warm, caring and accepting person and be able to demonstrate the ability to work cooperatively as a team member.
4. Must be willing to travel throughout York County on a daily basis.

5. Must not have an active record on the System for Award Management (SAM) website.

Employee needs to have a physical that includes TB testing, every other year at own expense and on own time. A physical form provided by the Central Office must be filled out and signed by the physician, then returned to the Program Nurse. In addition, as required by state licensing, for staff born after 1956, the facility shall obtain and have available a Certificate of Immunization for measles, mumps, rubella, tetanus and diphtheria. A laboratory blood test proving immunity may also be accepted. Documentation of immunity against measles, mumps, and rubella is not required for staff born prior to 1957. No person shall be required to provide such documentation if she/he provides in writing the opposition for sincere religious reasons or philosophical reasons or provides written documentation from a physician that such immunization is medically inadvisable.

*Staff is responsible for welcoming parent and community volunteers to bolster partnerships and In-Kind donations, all staff are responsible for initiating and documenting donations.*

**Qualifications and responsibilities are essential functions of the job. Essential functions (EF) are the work tasks that employers do not have to change when making reasonable accommodations.**

### **Responsibility for Safety and Health:**

1. Follow established standard and safety precautions in the performance of all duties.
2. Report to the Facilities Manager any hazardous condition or equipment immediately.
3. Attend required safety trainings.

### **Physical Requirement:**

Physical Essential Functions of the position

Bending	O	Sitting	F	N (Not applicable)
Carrying	O	Standing	O	O (Occasionally) on/off up to 3 hrs. per day
Driving	O	Talking	F	F (Frequently) on/off up to 6 hrs. per day
Handling	O	Walking	O	C (Constantly) all the time, over 6 hrs. per day
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	O	40 lbs. or less	O	
Kneeling	O	<u>Push/Pull</u>		
Reaching	O	20 lbs. or less	O	

No job description can define completely all aspects of a particular position. This job description in no way states or implies that these are the only duties that you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

I will obtain an initial health examination upon an offer of employment that includes a screening for Tuberculosis. Employee is responsible to have a physical every other year at own expense and on own time. A physical form provided by the Central Office must be filled out and signed by the physician, then returned to the Health and Nutrition Manager. I will ensure that I receive periodic re-examinations and/or screenings as recommended by my health care provider.

In addition, as required by state licensing, for staff born after 1956, the facility shall obtain and have available a Certificate of Immunization for measles, mumps, rubella, tetanus and diphtheria. A laboratory blood test proving immunity may also be accepted. Documentation of immunity against measles, mumps, and rubella is not required for staff born prior to 1957. No person shall be required to provide such documentation if she/he provides in writing the opposition for sincere religious

reasons or philosophical reasons or provides written documentation from a physician that such immunization is medically inadvisable.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **CLASSROOM FLOATER** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

\*Head Start is a grant funded program; please note that hours and weeks of employment, as well as location, may change based off on program need.

I further understand that my employment is at-will. I understand that my employment may be terminated at-will by the facility or myself with or with-out notice. I further understand that should I desire to resign a two (2) week notice is necessary, and that failure to work through that notice would lead to a loss of eligibility for rehire at York County Community Action Corporation.

I certify that I have read and received a copy of the job description for the CLASSROOM FLOATER. I understand that this job description may change at management's discretion. I meet the required qualifications for this job and can perform the essential functions, with or without, reasonable accommodation. I understand the duties and agree to carry out these responsibilities as presented.

\_\_\_\_\_  
Employee (print) name

\_\_\_\_\_  
Employee' Signature

\_\_\_\_\_  
Date

I have thoroughly discussed the job description and expectations of this position with the employee whose signature appears above.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date