

INSTITUTE OF COMMUNITY SERVICES, INC.
JOB DESCRIPTION

Job Title: Floater
Classification: Non-exempt
Working Hours: 7 hours per day
Working Weeks: 36 weeks

I. General Duties:

To provide assistance and support to the center director and center staff in providing effective services to children and families in the Head Start Center.

II. Specific Duties:

1. Works according to a schedule determined with input from all teaching staff and the director.
2. Maintains an open, friendly, and cooperative relationship with each child and family.
3. Maintains a cooperative attitude toward working together with the teacher, teacher assistant, volunteers, and all other staff members.
4. Works in each classroom on an assigned basis to provide breaks for all teachers and teacher assistants.
5. Provides for the physical safety of children while on the bus and in the classroom.
6. Protects all children from physical punishment or verbal abuse by anyone in the center and immediately reports any such incident to the center director or person in charge.
7. Answers and screens telephone calls.
8. Records telephone messages and notifies appropriate person.
9. Reports all unsafe or hazardous conditions to the center director.
10. Reports personnel problems and other center problems to center director.
11. Supports center level activities and attend center's meetings.
12. Distributes memos, menus and other materials as instructed by the center director.
13. Assists with filing non-confidential correspondences, memorandums, reports, forms and other materials for the center director.
14. Assists with entering computer data (parent conferences, home visits, ADA, volunteers/in-kind, etc.) as directed by center director.
15. Substitutes in the classroom in the absence of child development staff or caregivers.
16. Assists with loading and unloading of children on the school buses.
17. Attends all required trainings including Pre-service and In-service.
18. Takes advantage of opportunities to improve skills and knowledge.
19. Adheres to program policies to daily work.
20. Performs any other tasks deemed necessary by the teacher or director.

III. Supervisory Control:

The Floater is directly responsible to the Center Director and indirectly responsible to the Field Services Director. The Floater's performance is monitored on an ongoing basis by the Center Director. They are not allowed to enter payroll information in the computer or handle payroll information.

IV. Other Significant Facts:

- Must receive annual physical examination.
- Must have reliable transportation.
- Must have proof of current automobile liability insurance on file in the business office.
- Must attend training to obtain 15 contact hours per License year.

All employees are hired at will and pleasure of ICS, Inc. Nothing contained in our policies and procedures shall be construed to create any type of employment other than "at will", nor shall anything herein create any property rights in employment or benefits. Employees not working under an employment contract are deemed to be "at will". "At will" employees may resign at any time or be terminated for any reason, so long as it's not illegal; ICS, Inc. reserves the right not to recall employees after lay-off periods due to budgetary constraints, reduction in workforce, performance evaluations, etc.

V. Qualifications:

- Minimum requirements are graduation from high school or GED; or must obtain high school diploma or GED within one year of employment; and some experience working with young children in a group setting.

Must be able to do the following:

- Understand and follow written and oral instructions.
- Communicate effectively, both orally and in writing.
- Follow basic principles of early childhood development as outlined in training.
- Establish and maintain effective working relationships with the children, parents, and other staff members.