

WACCAMAW ECONOMIC OPPORTUNITY COUNCIL, INC.
Conway, South Carolina

JOB DESCRIPTION

JOB TITLE:	FLOATER, TEACHER, ASSISTANT TEACHER/BUS MONITOR	GRADE:	3
COMPONENT:	HEAD START	DATE REVISED:	01/26/2018
REPORTS TO:	EDUCATION MANAGER AND CENTER SUPERVISOR	STATUS:	NON-EXEMPT

HOURLY RANGE: \$ 9.64-20.27

I. INTRODUCTION: Under general supervision of the Education Manager and the Center Supervisor, will serve as a Floater to serve in many capacities, to include, Classroom Teacher, Classroom Assistant Teacher and monitoring the transporting of children enrolled in Head Start/Early Head Start to and from the center in a safe manner. Assists with implementation of center activities as directed; assists in observation and assessment of children, and in developing individual activities based upon assessed needs; assists in the supervision of children during activities.

II. DUTIES AND RESPONSIBILITIES:

1. Will assist assigned class room staff with scheduled work time breaks (release time) from the supervision of children in large and small group activities inside and outside of the classroom.
2. Assists with the supervision of children in large and small group activities inside and outside of the classroom.
3. Assists with the supervision of individual children as necessary.
4. Assists with the observation and assessment of children's files including complete information, medical records, progress reports, etc. as directed.
5. Assists with the preparation and implementation of daily lesson plans if required when needed.
6. Assists with the implementation, coordination and evaluation of approved center activities in classroom, outside, field trips, etc.
7. Assists with the preparation of other required attendance reports.
May assist Teacher in conducting home visits and parent teacher conferences when necessary.
8. Assists with pre-planned center activities (classroom, outdoor, field trips, etc.) and in supervision of children while participating in activities.
9. Transports children to and from center in a safe manner.
10. Assist bus monitor with maintaining order and supervise activities of children while in transit to include assurance that children are safely harnessed during transit and to ensure children are safely escorted from the bus to a guardian.
11. Transport children to and from medical/dental appointments and during field trips, as directed.
12. Maintains all center property (equipment) to insure cleanliness and safety when used, including fire safety and first aide equipment.
13. May assist with maintenance of agency bus including cleanliness (inside and outside); checking all equipment/accessories and maintaining vehicle in working condition
14. Participates in all pre-service and in-service trainings, workshop, etc., and follow an individualized professional development plan.
15. Assists in increasing in-kind services and donations each year.
16. May assist with other administrative duties as assigned.
17. May assist with cleaning duties of Head Start Centers if needed.
18. Such other duties as are assigned within state and federal guidelines.

III. QUALIFICATIONS:

A. NECESSARY (entry requirements):

1. A Child Development Associate credential (CDA) or a State awarded certificate that meets or exceeds the requirements for a CDA credential, or enrolled in a program leading to an associate or baccalaureate degree of enrolled in a child development associate (CDA) credential to be completed within two years of hire date.
2. Able to attend overnight meetings.
3. Basic computer skills in Word and internet search.
4. Ability to maintain and retrieve files and to visually review.
5. Able to lift 25 pounds.
6. Must be able to pass a SLED/FBI criminal background check
7. Must be able to pass a Central Registry Check.
8. Must be able to pass a drug screening.
9. Must be able to pass a Staff Health Assessment for Caring for Children.
10. Must have a Tuberculosis Certification.
11. Must be able to communicate effectively with children, staff, and parents.

B. DESIRABLE:

1. Bachelor’s Degree in Early Childhood Education and one (1) year experience in working with low-income pre-school children or in a child development center.
2. Working knowledge (at least one (1) year experience) of the guidelines and regulations governing operation of a Head Start Center.
3. Resident of the area in which center is located.
4. Valid CDL (Commercial Driver’s License) with a P & S (Passenger and School Bus) endorsement.
5. At least two (2) years’ experience in principles and practices of vehicle safety and motor vehicle laws.

IV. MOBILITY:

Upward----- Teacher

Lateral-----

Downward----- Culinary Staff

Signature

Date

Policy Council Approval: ___ January 19, 2018 _____

Board of Directors Approval: _ January 26, 2018 _____