

CAMPUS FOR KIDS LEARNING CENTER

JOB DESCRIPTION - FLOATER

JOB FUNCTION:

To assist in facilitating development of the whole child (i.e., cognitive, social-emotional, motor, language, spiritual) through creative, developmentally appropriate methods of teaching, on an as-needed basis.

DUTIES & RESPONSIBILITIES

General

- Complete the Infant/Toddler coursework if working with children under 2 years of age.
- Complete Sudden Infant Death Syndrome (SIDS) training and follow through with center procedures.
- Complete Blood-borne Pathogens training and follow through with center procedures.
- Complete Abusive Head Trauma Prevention training and follow through with center procedures.
- Complete Wisconsin Mandated Reporter online training.
- Complete CPR/AED certification course
- Annually complete 15 or 25 hours of continuing education based on part-time or full-time hours, respectively.
- Attend mandatory miscellaneous events, as announced during the year (e.g., all-staff in-service meetings, some of which may be held in the evening).

Supervision

- Work under the leadership of the director and coordinator, cooperate with all leadership and staff to develop and maintain a program of high standards in childcare and child development, as delineated by best practices for developmentally appropriate practice.
- Support the director and coordinator in ensuring that all state licensing regulations are being followed in the classroom.
- Follow the appropriate chain of command if a situation needs to be addressed by the director or coordinator.

Parent Relationships

- Greet parents upon arrival in the office and/or classroom.
- Assist in answering parent questions *if* you have the appropriate information, otherwise request the help of other office personnel to answer the parent's questions.

Staff and Office Relations

- Assist in completing and filing necessary paperwork.
- Complete behavior, medical, and accident report logs.
- Assist with sick children.
- Attend to classroom staff needs, including taking class counts and balancing a classroom's child to staff ratios.
- Relieve teachers when they need to leave the room for supplies, personal breaks, or other reasons.
- Provide breaks for the teachers during children's naptime.
- Provide planning time for lead teachers during scheduled planning hours.

Classroom Responsibilities:

- Assume responsibility as the substitute teacher in classroom assigned, briefly reviewing the primary teacher job description that is on file.
- Perform classroom duties as instructed by a lead teacher or administrative staff.
- Help as a substitute in the kitchen when needed (serving, cleaning, preparing).
- Help clean bathrooms in the classrooms and in the common areas as needed.

KNOWLEDGE, SKILLS & ABILITIES

- Prefer minimum of two non-credit department-approved courses in early childhood education or two courses for credit in early childhood education or its equivalent from an institution of higher education.
- Prefer minimum of 80 working days as a full-time assistant teacher or 120 working days as a half-time assistant childcare worker.
- General knowledge of child development from birth to 5 years of age.
- Willingness to work with children with special needs, upon adequate training.
- Four-year degree in early childhood education, child development, psychology, or a related field preferred.
- One year of early childhood experience preferred.
- Knowledge and/or experience with children with special needs preferred.
- Relate to children at an age-appropriate level.
- Demonstrate a genuine interest in and concern for the education and well being of children.
- Handle crisis situations in a calm and helpful manner.
- Respond to supervision in a positive manner.
- Communicate concerns to coordinator or director as necessary.
- Have a willingness to uphold all center policies and requirements.

JOB SPECIFICATIONS

- Completed high school education.
- Must be at least 18 years of age.
- Have faith in God and have accepted salvation through His son, Jesus Christ; daily living in a relationship with God which would be evident in your life, through word and deed.