



Job Title: Floater
Department: Early Head Start
Reports To: Early Head Start Teacher

Status: Full-Time/ Non-Exempt
Schedule: 40 Hours/Week
Monday-Friday

Mission Statement:

The mission of the Committee for Hispanic Children and Families (CHCF) is to bring a relentless focus on positive child and family outcomes to close the achievement gap and build a better future for children, families, and communities served by the Head Start program.

Job Summary:

The Floater will work collaboratively with the Teacher to ensure the successful operation of a classroom of children. The Floater also works with a team of other classroom and family members to implement the curriculum to achieve outcomes for children of all abilities. The Floater will ultimately be evaluated on a combination of skills, dispositions, and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all Committee for Hispanic Children and Families (CHCF) employees.

Duties and Responsibilities:

The Floater's responsibilities chiefly fall within the following core functions, although s/he may perform other tasks as needed:

- Child Growth & Development: Uses knowledge of the principles of child growth and development to work with children and communicate with internal and external stakeholders. ○
 - Maintains a child-centered curriculum and learning environment that encourages positive social interaction, active engagement in learning, and self-motivation to promote development in all domains for children of all abilities. ○
 - Addresses challenging behaviors by observing to determine possible causes of the behavior, implementing preventive measures, teaching the child new social and communication skills and partnering with families to support the child at home. ○
 - Uses observations of children and anecdotal notes to document children's progress and individualize curriculum.
- Communication and Service Coordination
- Record Keeping and Reporting
- On-going Monitoring/Self-assessment.
- Planning and implementing learning experiences that advance the intellectual and physical development of children, including improving the readiness of children for school by developing their literacy and phonemic, print, and numeracy awareness, their understanding and use of





language, their understanding and use of increasingly complex and varied vocabulary, their appreciation of books, and their problem-solving abilities.

- Establishing and maintaining a safe, healthy learning environment.
- Supporting the social and emotional development of children.
- Encouraging the involvement of the families of the children in a Head Start program and supporting the development of relationships between children and their families.
- Participates in assigned meetings, events and training as required.

Non-Essential Duties:

- Performs any and all other duties as assigned.

Job Specifications:

Requirements:

- CDA or enrolled to complete within 2 years; or have a degree in any field or be enrolled in a program leading to such degree.
- Prior experience with children ages 0-5 years.
- Physical exam and background checks are required for this position.
- Travel required locally or long-distance up to 10% of the time for work-related meetings and functions.

Knowledge, Skills, & Abilities:

- Ability to interact effectively with people from diverse backgrounds.
- Ability to communicate effectively, verbally and in writing.
- Demonstrated computer literacy skills, using MS Office applications and other basic data systems including internet navigation.
- Must be honest, dependable and able to meet deadlines.
- Self-motivated and able to work independently.

Physical Requirements:

- Ability to sit most of the time with some bending and reaching.
- Ability to stand, walk, and bend periodically.
- Ability to engage in repetitive movement of wrists, hands, and fingers – typing and/or writing.
- Ability to work frequently at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading).
- Ability to receive and respond to oral communication.
- Able to lift a child weighing 40 pounds, 20 times a day if needed.





Work Environment:

- Work is generally performed in an office environment.
- Noise level in the work environment is moderate to occasionally loud (examples: business office with computers and printers, light to moderate traffic, human voices).
- Standard office equipment generally used includes:
 - Telephone
 - Personal Computer (monitor, keyboard, and mouse) or Tablet
 - Printer/Photocopy Machine
 - Calculator
 - Fax Machine
- May be required to operate a motor vehicle during the course of duties.

Salary: \$36,400.00

CHCF offers a comprehensive employee benefits package

CHCF is an equal opportunity employer and is committed to maintaining a work and learning environment free from discrimination based on race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information, or disability, as defined and required by state and federal laws.

