

Non-Exempt  
Revised 10/1/18



ARVAC, Incorporated  
Floater Assistant Teacher (HS)

Reports to: Head Start Director  
Supervises: Center Staff

Introduction

This position serves as a Floater Assistant Teacher for a Head Start center. The Floater Assistant Teacher will work collaboratively with the Teacher to ensure the successful operation of a classroom of children. The Floater Assistant Teacher also works with a team of other classroom Assistant Teachers and family members to implement curriculum to achieve outcomes for children of all abilities. The Floater Assistant Teacher 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 ARVAC employees. The Floater Assistant Teacher will demonstrate competency to perform functions that include:

Essential Functions and Duties:

**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.

General Professional Competencies:

- Planning & Evaluation
- Professional Development
- Communication
- Technology

Responsibilities:

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

- Communication and Service Coordination
- Record Keeping and Reporting
- Ongoing 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.

**Qualifications:**

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*All team members are expected to be technically competent and committed to continuous development of their skills. The following skills, knowledge, education, or certifications are specifically required for this position:*

**Education:** CDA (**Center Based, Preschool**) or enrolled to complete within 2 years; or have a degree in a related field (ECE) or be enrolled in a program leading to such degree.

**Experience:** Prior experience with children ages 0-5 years.

**Other Requirements:** Must hold a valid driver’s license and have reliable transportation to commute to and from work and to other agencies within the area. Must be able to provide letters of recommendations, at least five professional references, and submit to a background and financial background inspection. Maintain certification in CPR and First Aid. Able to lift a child weighing 40 pounds, 20 times a day if needed. Basic computer literacy in email usage, word processing and internet navigation. Pass physical examination and all Head Start/licensing required background checks. Maintain current Physical/TB screen requirements. Travel required locally or long-distance up to 10% of the time for work-related meetings and functions.

ADA Requirements (Essential Functions)

Physical Requirements\*

Sitting.....	6-10 hours/day
Standing.....	3-4 hours/day
Driving.....	4-5 hours/day
Walking .....	3-4 hours/day
Use of telephone .....	2-3 hours/day
Working under pressure .....	3-5 hours/day

Working rapidly for long periods .....4-6 hours/day  
Use of keyboard, computer, printer, fax, copier.....4-5 hours/day

Position requires close work; finger dexterity; good vision, hearing, oral communication and critical thinking on a regular basis. May occasionally work longer than 8 hours/day.

- Cognitive or Mental Requirements

The following cognitive or mental requirements are necessary on a daily basis: Critical thinking; Reading; Writing; Mathematics; Accounting Practices, Drawing conclusions from written or computer generated materials; Analyzing data or report information; Creating methodologies for accomplishing a goal; Conducting research; Implementing recommendations by coordinating persons and/or other resources; Developing plans, procedures, goals, strategies, or processes; Directing activities of others to accomplish a goal; Clear verbal articulation.

- Working Environment

Indoors, at a desk or in a vehicle for majority of the day.

- Additional Notes

This job description is only a summary and is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required by the employer. This document is subject to change at any time.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date