

First Steps, Inc. Job Description

Position: Floater

Mission: The mission of First Steps, Inc. is to educate and care for children with special needs and medical conditions alongside their typically developing peers in inclusive environments and support their families.

Job Summary: Provide instruction and care for all children in assigned classroom. Assist Center Director and Assistant Director in tasks that support successful daily operations of the child development center.

Classroom/Center Responsibilities:

- Be aware of the classroom environments worked in, ensuring safety of supplies, equipment, set-up and sanitization.
- Develop and maintain positive and professional relationships with families.
- Assist teacher(s) in the classroom as needed in absence of regularly scheduled teacher.
- Assist teacher(s) in the classroom during critical/transitional times.
- Employ behavior management techniques consistently and appropriately, following approved behavior management principles.
- Be familiar with needs of each child enrolled in the center.
- Carry out laundry and light cleaning duties when not in classroom, as assigned by the Center Director or Assistant Director.
- Perform willingly any additional task assigned.
- Represent the agency at all times and to all individuals in a positive, professional manner.

Compliance/Licensure Responsibilities:

- Understand, abide by and implement First Steps' policies and procedures.
- Contribute to the team's efforts to provide center operations that meet the standards of the Department of Human Services (DHS), the 3-Star Rating Program, Developmentally Appropriate Practices (DAP) and the Department of Education (DOE).
- Maintain professional development hours of at least 56 hours annually.
- Attend all center and agency staff meetings.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit, use hands and fingers to handle and feel, reach with hands and arms, talk and hear, taste and smell. The employee is constantly walking, standing, stooping, kneeling, crouching and crawling. The employee must regularly lift and/or move 25 pounds and frequently lift and/or move up to 40 pounds. The work environment is busy and physically and emotionally demanding. The noise level is moderate to loud.

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Required Skills and Knowledge

- Basic knowledge of early childhood development
- Professional demeanor and team attitude
- Ability and willingness to work calmly within a busy and demanding day
- Ability to work with all teachers and all age groups
- Basic computer skills

Minimum Qualifications

- At least 18 years of age
- High school diploma or equivalent experience
- At least one year experience working with young children

Accountability: Center Director

Classification: Hourly pay rate

Signature

Date

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