FLOATER JOB DESCRIPTION



REPORTING RELATIONSHIPS

- The floater reports to the classroom's lead teacher
- The Lead Teacher supervises floaters

It is the floaters responsibility to be familiar with all of the teachers and all of the children. When entering a classroom you must ask the teachers: "How many children are in the classroom?" and "Who is the oldest and the youngest?"

First and foremost, the floater must be aware of the needs of each classroom. This means that they must be alert and listening for calls for help.

When responding to a call for help, the floater should ask the teacher for instructions. If the teacher is in the middle of some overwhelming situation, the floater should use their own judgment about what is needed.

While helping in one room, the floater must remain aware of the other teacher's request for a floater. When finished helping one teacher, the floater should then check on teachers who called for help.

If no one is calling for help, the floater should rotate from room to room asking if anyone needs assistance.

If no one needs help, then the floater can do any of the following things:

- Pick a room that will in transition soon and will probably need a floater for that transition
- Pick a room with special needs children and spend time getting to know them better
- Pick a room with children that they haven't had much time with so that they can begin to develop a relationship with them
- Look for something at the school that needs to be done such as: cleaning the kitchen, cleaning the front of school / lobby, cleaning school common areas (library, gym), tidying up the office, resource closet, gathering materials for an activity that a teacher has planned.

Floaters can also be substitutes when a teacher or TA ca not work a given day.

Remember that floaters keep the school running smoothly. No one could do their job without the help and support of competent floaters. Floaters sometimes need to be assertive in their attempts to help. Some teachers may answer the question "do you need help …" with "No" because they think that someone else may need more help than they do Floaters should assure teachers that they have checked and that they want to stay and help.

In a classroom help may be presented in the form of:

- Cleaning tables, Reading stories to the children, Changing diapers, Warming up lunches, Going on field trips
- Cleaning paint off of toddlers and host of other essential tasks

Floaters must check in with the person in charge periodically throughout the day. The site director should supply you with a daily schedule for covering classes during times of need.

Minimum Standards 746.1103 states Caregivers counted in child/caregiver ratio:

- DFPS background check
- Be free of active tuberculosis
- Notarized affidavit for applications for Employment form and
- Orientation to the child-care center
- Be 18 years or older
- High school diploma or equivalent
- Eight hours of pre-service training

Training and Professional Development

Maintain 30 hours of training per year – beginning with date hired using YPW teacher training plan and any evaluations or suggestions given by director

Participate in program wide activities (Open Houses, back to school night, fall festival, etc.)

Participate is as many community child development activities or memberships as possible.

Read, understand and put into practice information form the following documents: DPFS Minimum Standards, NAEYC Developmentally Appropriate Practices and Codes of Ethics, YPW Parent Handbook, YPW Employ Handbook,

Health and Safety

All staff must be certified in CPR and First Aid

Staff and children must wash hands with soap and water before and after feeding and diapering, after assisting children with toileting or nose wiping and after handling pets.

Clean water tables with bleach solution on a daily basis

Remove broken or choke able toys from children's environment

Cover all outlets

Read and know each classroom written emergency and evacuation procedures

Keep toys, shelves, chairs, and tables clean using the four step sanitation process.

Make sure the diaper changing are is thoroughly disinfected after each use

Make sure all accidents are recorded and a copy is placed in the child's file. Parents should receive a copy

Make sure playground equipment and grounds are maintained (in safe and clean condition)

Be able to respond quickly and appropriately to emergency situations

Keep refrigerators clean

PROFESSIONAL DEVELOPMENT

• Each full-time employee is required to obtain 24 hours and 36 hours for management of professional development per calendar year and maintain a Professional Development Record with annual goals.

• Workshops and/or Educational Courses: Attend workshops or courses as requested or required. Share information from these workshops with other members of the administrative team or teaching staff, as appropriate.

• First aid/CPR: Complete pediatric first aid training every three years and CPR training annually.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- Able to lift up to 50 pounds.
- Able to walk, bend, stand, squat or sit on the floor (with children) throughout an 8-hour day.
- Able to walk up and down steps several times each day.
- Able to physically respond quickly in an emergency.
- Understand the risk of exposure to blood and bodily fluids and use universal precautions in such instances.

DECLARATION

The foregoing description of duties and responsibilities is not a complete description of the responsibilities and duties that are assigned to the Director of Early Learning Programs and should not be interpreted as such.

EQUAL OPPORTUNITY EMPLOYMENT STATEMENT

YPW Spanish Immersion School is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.

I have received, read and been given the opportunity to ask questions regarding the job description

Floater Signature _____ Date _____

Director Signature _____ Date _____

Date	