



## Tri-County Community *Action Partnership* Position Description

<b>Position Title:</b> EHS/HS Teacher Float	
<b>Department:</b> Head Start/Early Head Start	<b>Status:</b> Full-time/Non-Exempt
<b>Pay Grade:</b>	<b>Location:</b> Morrison County
<b>Position Reports to:</b> EHS/HS Site Supervisor	

### **Mission Statement**

"TCC engages the entire community to listen to and partner with low-income individuals and families to expand their opportunities to move out of economic poverty and towards prosperity."

### **Summary**

The Teacher Float provides educational services that are developmentally appropriate for the individual child. This position will work with all classrooms within the site, developing a collaborative relationship with the teachers. The Teacher Float will substitute for Lead Teacher, Co-Teacher, or Assistant Teacher as needed and coverage for extended care. The range of services this position can assist with are screening, ongoing assessment, obtaining medical, dental documentation, and supporting mental health strategies.

**Primary Duties** - *All TCCAP staff are required to actively recruit families for agency programs.*

### **Follow Agency Policies and Procedures, Head Start Performance Standards, Head Start Act of 2007, and Minnesota Licensing Statutes.**

- Ability to take on tasks such as: leading small group activities, read aloud, transitioning children from one activity to another, and leading large group when necessary.
- Assist with ensuring children receive all appropriate screenings and that referrals are made as necessary.
- Be familiar with the Active Supervision plan for each classroom, ensuring children are always within sight and sound.

### **Document and track various information withing the agencies data system**

- Record, assess and rate ongoing observations of each child's development.
- Collaborate with Lead Teachers on lessons and prepare activity materials.
- Maintain and submit all required agency documentation in a timely manner.

### **Classroom Management**

- Ability to lead small and large group activities, read aloud, transition children from one activity to another and assist in the overall classroom management.
- Know and implement curricula in the classrooms to fidelity and utilize the behavior management supports.
- Assist with daily cleaning, organizing, and setting of up classroom.
- Promote nurturing and responsive care during infancy.

### **Provide Family Support**

- Recruit families from the communities we serve.
- Encourage parent/volunteer participation in the classroom.
- Assist with conducting monthly parent meetings and ensure parent representation on Policy Council.
- Education staff are trained as mandated reporters and will report any observations of concern to the local county social services.

### **Training/Coaching**

- Participates in relevant trainings and meetings including staff meetings, site meetings, team staffing meetings.
- Participates in the coaching process to promote positive, effective learning environments for children.
- Performs other duties as assigned or requested.

**Qualifications**

- Infant/Toddler Child Development Associate (CDA) Credential required and willing to work toward an AA Degree to be completed within three years.
- At least one year of experienced working with young children and families.
- Current MN Driver’s License.
- Must maintain a commitment to keep current in the profession.

**Physical Requirements**

- This position includes heavy work, lifting to 75 pounds, with frequent lifting/carrying of objects weighing up to 50 pounds.
- Hear, speak, and effectively verbally communicate in English language, including following oral and written instructions, to communicate with people inside and outside the organization.
- Site of extended periods of time and perform work sitting in a classroom.
- Frequent kneeling, bending at waist and neck, and sitting on floor as well as frequent getting up and down from floor to seat to assist children in the classroom.
- Apply manual dexterity, visual acuity and ability, for computer keyboarding, office equipment uses, reviewing detailed reports, information, and fine print.

*This job description does not necessarily list all the functions or accountabilities of the job. Employees may be asked by management to perform additional duties and tasks. Management reserves the right to revise and update job descriptions at any time.*

I have read and understand this description of my position.

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Employee Signature

Date