



Job Title: FLOATING PRESCHOOL TEACHER

Location: (Explore and Learn Academy (ELA) OR Early Learning Center (ELC))

Employment Status: Part Time, Regular

Salary Classification: Floater

Summary of Job:

The Floating Preschool Teacher takes direction from the Lead teacher to keep the classroom running smoothly, assist with food prep and clean up.

Direct Supervisor:

The Floating Preschool Teacher reports to the Center Director.

Direct Staff Supervised:

None.

Other Key Relationships:

The Floating Preschool Teacher will interact and develop relationships with ELNC Staff, partners, parents, community partners, volunteers and other community early childhood program peers.

Essential Job Functions include but not limited to the following:

Provide support to the Lead Preschool Teacher as requested:

- Assist staff, as needed in the classroom
- Assist children during teacher-led activities and lessons, and models the correct way to do tasks like cutting and gluing. It may also be necessary to assist teachers with preparation for activities by cutting out or assembling materials
- Set up food, snacks, assist children feeding themselves, and cleans up after snacks, being mindful of each child's dietary restrictions
- Cleans up after meals including doing the dishes
- Maintains confidentiality
- Report any abuse to supervisor
- Maintain a safe and healthy environment
- Inspect and replace damaged or lost materials
- Meet applicable licensing regulations
- Adheres to all guidelines contained in ELNC's Employee Handbook
- Perform other duties as assigned by the Center Director

Site specific duties:

None.

Essential Competencies Required:

- **Commitment to ELNC Vision and Mission-** The ability to understand, communicate and incorporate the ELNC Vision and Mission into behaviors and attitudes all ELNC staff are expected to exhibit while performing their job responsibilities.
- **Culturally Competent-** The ability to understand, communicate with, and effectively interact with people across cultures.
- **Flexibility/Resilience** – The ability to adjust to and thrive in a complex and changing environment; handles setbacks and failures with professionalism and candor; effectively and appropriately responds in the face of adversity or conflict.
- **Ability to Multi-Task** – The ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion level ample opportunities for supervisor to adjust deadlines.
- **Results-Oriented Thinking and Behavior** – A genuine concern for effectiveness. Possesses the desire to get the job done with excellence; mentally is focused on getting the best results for actions taken; does not settle of mediocrity.

Knowledge's, Skills, And Abilities

- Knowledge of safety regulations, practices, and procedures
- Ability to work well with others in a team approach
- Ability to communicate effectively, both orally and in writing

Minimum Required Education and Experience:

- High School Diploma, or General Education Diploma (GED)
- At times, ELNC will hire parents in this position

Preferred Education and Experience:

- One year working in a school setting and with a diverse clientele

Additional requirements of the position:

- Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed
- Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations
- Walking, standing, bending, and carrying of small and light objects

Signatures:

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Comment:

Employee: _____ **Date:** _____

Supervisor signature below acknowledges that they have reviewed the job description with the employee.

Comment:

Supervisor: _____ **Date:** _____