

**TRI-COUNTY HEAD START**  
**(Full Year) Program Support Staff- Floater - Job Description**

Supervisor: Education Administrator

Classification: Non-Exempt

**Mission**

To be a vibrant and progressive educational agency supporting the development of children 0-5 years of age while promoting healthy family functioning for Head Start children and families in Berrien, Cass and Van Buren Counties.

**Position Summary**

Assists classroom staff and bus drivers to provide comprehensive Head Start and Early Head Start services to children/families in a successful, safe and supervised setting according to State of Michigan Child Care Licensing Regulations and Head Start Program Performance Standards. This position is a "floater" position which will require travel between the three-county area served by the program and will encompass duties associated with the organization's positions of Classroom Support Staff, Bus Monitor, and Teacher Assistant as needed.

**Duties and Responsibilities**

Administration maintains the right to add or change job functions at any time.

- Assures safe loading and unloading at the bus stops and at the center.
- Is attentive to passenger behaviors and assures a positive social climate encouraging learning in a safe and healthy environment. Implements behavioral management techniques per the Behavioral Assistance Training, Conscious Discipline and Flip It.
- Assists with maintaining current and accurate Child Information Cards and follows the Child Pick Up and Release Procedures. Child Information Cards are checked daily. Ensures children are released to authorized persons by checking the Child Information Card for each child at each bus stop.
- Assures that all harnesses are adjusted properly per child.
- Teaches children and parents pedestrian safety and the bus rules. Assists with emergency evacuation drills as scheduled.
- Is aware of classroom Lesson Plan Studies and extends the lessons on the bus.
- Accurate completion of all required documentation submitted/entered by due dates.
- If needed completes meal prep and food service following CACFP guidelines and assures the kitchen is clean and organized daily.
- Communicates regularly with classroom staff regarding children's attendance and works as a team to assist parents in overcoming barriers to ensure children's regular attendance.
- Understands school readiness goals and how individual job functions and performance contribute to the achievement of these goals.
- Assists with other center and classroom duties as assigned.
- Assists with attendance and health follow-up, in the classroom and on the playground when requested.
- Communicates with children and families with no or limited English proficiency per dual language procedures.
- Engages parents in conversation regularly. Evidences family engagement by creating a positive connection with each family, working effectively with children, parents and volunteers to create a welcoming environment and taking immediate appropriate action when issues arise.
- Interacts with children in a positive manner to support learning and provide guidance in accordance with the 10 CLASS Dimensions.
- Implements intervention strategies for children with developmental concerns provided by disability support staff and adapts daily classroom activities to meet IEP goals for children with diagnosed disabilities.
- Has knowledge to complete: attendance, attendance follow-up, child tracking and In-kind forms and assures submission by due date.
- Assists in ensuring the classroom is clean, well-organized and appropriate materials are available for the children's learning.
- Utilizes age- appropriate educational, behavioral, and mental health strategies in accordance with organizational policies and procedures.
- Assists in teaching children in a classroom setting, facilitating, and teaching appropriate curriculum that prepares children with school readiness skills.
- Actively engages parents and community members as a volunteer in the classroom.
- Completes meal service, meal attendance forms and follows CACFP guidelines.
- Actively participates in team meetings, trainings and all relevant center activities.

- Assists the teacher in assuring that children meet child outcomes and school readiness goals.
  - Ensures the safety of children at all times and communicates knowledge of and complies with Head Start Performance Standards, Head Start Policies & Procedures, and Michigan Child Care Licensing Regulations.
  - Participates in team meetings, training and all relevant center/bus activities.
- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. This position description does not constitute a written or implied contract for employment.

### **Maintain Professional and Ethical Standards**

- **Maintain confidentiality in accordance with Agency policy and legal requirements.**
- Be honest, reliable, and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Willingly engage in professional development efforts as available to the position and requested by the supervisor
- Adhere to TCHS Code of Conduct.
- Maintain regular and predictable attendance.

### **Qualifications**

#### **Knowledge and Skills**

- Ability to work with individual and groups of children ages 3-5, supporting social emotional, physical and cognitive growth.
- Ability to work with others in supporting a positive work environment.
- Ability to write read and interpret documents.
- Must be over 18 for licensing.

### **Education**

Preferred - High School diploma or equivalent

### **Training and Experience**

Minimum – Experience working with young children

Desired – CDL with passenger and “s” endorsement or willing to obtain CDL with passenger and “s” endorsement.

### **Physical Demands**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job the employee is regularly required to:

- sit to accomplish tasks
- Use hands and fingers; handle or feel objects; reach with hands and arms;
- Talk and hear
- Walk, climb up and down steps and exit the back of the bus from sitting position.
- Squat, bend at the waist, twist side to side
- Perform data entry and answer phones
- Pushing buttons on various office equipment and pushing/pulling wheeled cart
- Reaching above head, twisting at the neck
- Light to moderate lifting; lifting a maximum of 40 pounds by self, more with assistance.
- Sit on the floor or in child size chair.

Must pass pre-employment drug testing and Michigan Criminal History Check.

Must have vehicle available at the work site to move between locations as required.

Mileage reimbursed for program business with a copy of a valid driver’s license and current vehicle insurance on file with HR. Mileage for starting and ending location for the work day will be reimbursed for any miles exceeding 20 miles from the employee’s home to the starting or ending location per the organization’s mileage reimbursement policy.

Must have a working telephone number or reliable contact phone number.

Duration of position: Full Year

Working hours: 32 hours /week, Monday through Thursday, as assigned.