

## Tanaina Child Development Center

### **Position Title: Floater/Center Support**

**Supervised By:** Executive Director with input from Assistant Executive Director and the teaching team (*Assistant Teacher, Co-Lead Teacher, Lead Teacher, etc.*)

**Schedule:** Full-time, part-time, or on-call schedule, Monday through Friday- may be scheduled between the hours of 6:30am to 6:00pm based on program and classroom needs

**Rate of Pay:** \$15.95 to \$17.50 per hour depending upon education and experience

### **Minimum Qualifications (Category I\*):**

- Experience working with young children in a group setting
- Current Pediatric and Adult First Aid & CPR Certification
- Clearance of Background Check and 3 professional references in accordance with Anchorage Municipal Licensing Requirements

### **Preferred Qualifications (Category II\* or higher):**

- CDA and/or enrolled in a degree program in Early Childhood Education

*\* Please reference the Pay scale and Category for a detailed description of the categories*

**Working Conditions:** The position requires the ability to lift 40lbs 10-12 times per hour; frequent kneeling bending and sitting at a young child's level; frequent walking, standing, handling and moving indoor & outdoor play equipment and classroom furniture; exposure to outdoor weather during both summer and winter months; and exposure to a range of common children's illnesses.

### **Responsibilities:**

1. **Assist the teaching staff to supervise children**
2. Facilitate the free choice of children through monitoring and supervision of "traffic areas": bathroom, hall, etc.
3. Under the direction of the teaching team:
  - Build partnerships with families
  - Assist field placement students and/or student interns
  - Implement curriculum

### **Duties:**

1. Supervise children
  - a. Adhere to currently established Tanaina guidelines
  - b. With the assistance of the Lead Teacher and Executive Staff:
    - i. Monitor group sizes, teacher to child ratios, and child health & safety
    - ii. Move from one group to the next as needed to ensure proper ratios and supervision are provided
2. Build family community partnerships with the assistance of the Lead Teacher and Executive Staff
  - a. Involve the child's family in the total education of the child
  - b. Communicate with parents through daily interactions, regular parent-teacher classroom meetings, and individual parent conferences
3. Assist field placement students and/or interns with the assistance of the Lead Teacher and Executive Staff
  - a. Assist field placements established by the COE faculty guidelines
4. Implement curriculum
  - a. Support Tanaina's mission, philosophy on ECE and guiding principles

- 5. Collaborate with Team (Tanaina staff, COE faculty, Childhood Faculty, etc)
  - a. Actively participate in staff meetings to share ideas, experiences, concerns, and problems
- 6. Professional Development
  - a. Display an active desire for learning, self-evaluation, and improvement
  - b. Maintain high levels of professionalism at all times
- 7. Other
  - a. Submit all paperwork in a timely manner
  - b. Respect the confidentiality of child and their families
  - c. Maintain clean and organized classroom, facility, and shelving in Storage Room
  - d. Other duties as assigned
- 8. *Substitutes*
  - a. *Keep your supervisor informed of your substitute schedule availability*
  - b. *Respond in a timely manner to requests to work*

**Evaluation:**

The Executive Director evaluates the teaching staff annually. Evaluations are based on classroom observations, parent feedback, and a professional development plan completed annually by the staff member and Executive Director. These evaluations are written by the Executive director and discussed with the staff member.

*This job description has been adopted into Policies and Procedures for Tanaina Child Development Center*

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

I have had an opportunity to review this job description and ask questions concerning the content. I understand that my job performance will be evaluated against the duties detailed above.

\_\_\_\_\_  
Floater/Center Support

\_\_\_\_\_  
Date