



Job Title: Floating Preschool Teacher

FLSA Status: Non-Exempt

Summary of Job:

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

Reporting Relationships: Explore and Learn Academy Floating Teacher reports to the ELA Director.

Direct Staff Supervised: None

Other Key Relationships: Ear Explore and Learn Academy Floating Teacher will interact and develop relationships with ELNC Staff, partners, parents, community partners, volunteers and other community early childhood program peers.

Essential Job Functions: provide support to the Lead Teacher as requested. Activities may include and/or are not limited to the following:

- 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
- Perform other duties as assigned

Essential Job Competencies:

- **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, 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.

Required Minimum 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.
- Walking, standing, bending, and carrying of small and light objects.

Signature: _____

Date: _____