



FLOATER TEACHER

Job Description Form

Division/Department	Children's Learning Center		
Location	2010 Bridge Blvd. SW, Alb., NM 87105		
Reports to	Macarena Blevins	Title	Center Director

Level/Grade	Type of position:	Hours <u>approx. 40</u> / week
2	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

SUMMARY

The primary responsibility is to be flexible by meeting the specific and unanticipated needs to cover any classroom throughout the day as a substitute teacher. They must be available to work any shift during the hours the agency is open and occasional after-hours events, meetings, and trainings. Additionally, they will support the classroom teaching team in providing a safe, nurturing environment where children have the opportunity to develop their cognitive, physical, and social-emotional capacity through exploratory play. The floater teacher follows the leadership of the lead teachers to maintain positive expectations and utilize established strategies for a well-organized classroom.

RESPONSIBILITIES

- Fills in classrooms as needed and provides lunch breaks as outlined in the staff's schedule. Encounters children of a variety of ages from six weeks to 12 years.
- Enthusiastically greets and engages with parents at drop-off and pick-up times.
- Maintain a positive relationship with parents and staff.
- Inputs each child's daily activities into an interactive app for parents in a consistent, timely, and accurate manner throughout the day, as needed.
- Create a soft, calm, safe, and loving environment.
- Implement daily scheduled activities for children, focusing on children's interests, Language Development, Social Skills, and Gross Motor/Coordination Skills.
- Ensure the daily care of every child by following all licensing guidelines and implementing all CLC standards.
- Supports cleaning classrooms and preparing materials while the lead teachers engage with students.
- Works cooperatively with and assists Teachers and other staff members.
- Works effectively with CLC personnel members and implements strategic tactics as indicated.
- Adhere to all CLC policies outlined in the New Employee Orientation and Teacher's Handbook.
- Maintains confidentiality.
- Respond appropriately to the cultural differences present among the Agency's service population.
- Incorporate and demonstrate the mission, vision, work, core value and activities of Catholic Charities in a positive manner with all staff, clients and the general public at all times.
- Performs other duties assigned by the supervisor.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle or feel, and talk or hear. The employee is frequently required to walk, stand, bend, and reach with hands or arms, climb or balance, stoop or kneel. Lift and carry small children and equipment (up to 50 pounds) as needed in daily and emergency situations using safe lifting practices. Specific vision abilities required by this job include close and distance vision.

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WORK EXPERIENCE REQUIREMENTS

- Six months to one year of experience in a licensed childcare facility.
- Must pass a state-enforced background check.
- Valid NM driver's license and a clean driving record.
- Basic computer literacy in email usage, word processing and internet navigation.
- Ability to take direction and change direction while taking initiative to contribute to the classroom activities.
- Knowledge and experience on the normal range of development of children.
- Excellent patience and stamina for keeping up with the demand of children of all ages and the program(s) need.
- Strong verbal communication and listening skills to converse with children, fellow professional caregivers and parents or guardians.
- Passionate about working with children.

EDUCATION REQUIREMENTS

- High School diploma or equivalent.
- Bilingual in English and Spanish.
- 45-hour entry-level course preferred or completed within four (4) months after hire date.
- CDA- Child Development Associates or CDC- Childhood Development Certification preferred. If certificate is not applicable, a CDA must be obtained within 12 months after hire date OR a CDC within two (2) years after hire date.

Employee's
Signature: _____ **Date** _____

THIS SECTION IS COMPLETED BY HUMAN RESOURCE

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	