

Job Summary

Part-Time Floater

Department: Early Childhood Education Center **Reports to:** Director

FLSA status: Non-Exempt

Summary: To assist with creating a quality program and a class environment conducive to learning and personal growth; to establish effective rapport with students; to establish good relationships with parents and other staff members; to contribute to the teaching team on implementation of curriculum.

Essential duties and responsibilities:

- Promote and support children's social, emotional and physical development consistent with the philosophy of Head Start.
- Work in collaboration with classroom staff.
- Assist with implementation of lesson plan and daily activities both indoors and outdoors.
- Ability to balance and prioritize workload.
- Effective time management skills.
- Establish a quality early childhood learning environment, with attention to standards of health, safety, and organization and maintain the policies and procedures of the program.
- Maintain a professional relationship with staff and families.
- Exhibits flexibility to quickly interchange assigned tasks and readily available upon request.
- Perform other related duties as assigned

Supervisory Responsibilities: N/A

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Preferred:

- Current Certificate in Early Childhood or a minimum of 12 hours in Early Childhood coursework
- Bilingual
- Two (2) to Four (4) years experience in working in early childhood education

Minimum:

- High School Diploma or equivalent
- Ability to obtain CDA during employment

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TO APPLY, PLEASE COMPLETE AN APPLICATION, FOUND AT WWW.GUADALUPECENTERS.ORG UNDER EMPLOYMENT OPPORTUNITIES. ATTACH RESUME, COVER LETTER, TRANSCRIPTS AND CERTIFICATIONS TO THE APPLICATION.

Qualification Questions –

- How many years of Early Childhood Education experience do you have?
- Have you completed the following level of education: High school or equivalent?
- Do you have the following license or certification: CDA?
- Do you speak Spanish?