# St. Catherine of Siena Preschool
## *Job Description of Floater*

**Job Title:** Floater

**Reports To:** Director of Preschool Ministries

**Evaluated By:** Director of Preschool Ministries and Parish Business Administrator

**Job Goal:**
Instruct children and take advantage of the teachable moments that happen every day by fostering the intellectual, creative, social, emotional, and physical growth and development of children to inspire a lifelong commitment to learning.  Provide a stimulating, encouraging, comforting, and developmentally appropriate play-based learning environment.  Provide a loving, safe, and spiritual environment of belonging, self-worth, and self-confidence.  Develop partnerships with parents and other caregivers. Demonstrate God's love through play, stories, and problem solving.

**Qualifications:**
- Must have High School Diploma.
- Must hold and maintain current CPR and First Aid certifications.
- Attend an Ethics in Ministry workshop every three years.
- Must have Covid-19 vaccination.
- Compliance with all state licensure requirements including required background checks and all annual training milestones.
- Must be able to push, lift, and carry 40 pounds.
- Must be able to comfortably bend down and actively play with children outside, in the classroom, on the floor and where applicable. This includes the ability to stand, walk, sit, use hands and fingers, hand and feel objects, tools or controls, reach with hands and arms, talk and hear, to climb stairs, balance, stoop, kneel, crouch, or crawl.
- Must have experience in early childhood education and/or 24 hours of pre-service child care courses which meets DFPS, Child Care Licensing Standards.
- Must have the ability to handle a varied work environment and an abundance of personalities and situations.

**Essential Duties, Responsibilities, and Requirements:**
To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required for this position.
- Report to Program Director; check in periodically throughout the day.  When acting as a substitute teacher, the floater reports to the classroom's lead teacher.
- Work cooperatively and closely with all staff and teachers. Positively communicate needs and expectation.
- Floaters keep the school running smoothly.  Classroom help may be presented in the form of: cleaning tables, reading stories to children, changing diapers, helping with bathroom breaks or handwashing.

- Recognize and value the importance of quality play-based learning, appreciate playing and learning alongside children.
- Assist with monthly Pizza Day, emergency drills, and all preschool related special events.
- Be familiar with all teachers and children. When entering a classroom, know how many children are present.
- Be aware of the needs of each classroom. Stay alert and listen for calls for assistance.
- Supervise children carefully from a strategic location so that all children are seen at all times and actively ensure the safety, well-being, supervision, and management of the children at all times.
- Assist with child bathroom/diapering needs as age appropriate.
- When finished helping one teacher, the floater should rotate from room to room asking if anyone needs assistance. If needed:
    - Pick a room that will be in transition soon and will probably need assistance.
    - Pick a room with special needs or one that they haven't had much time with to begin to develop a relationship.
    - Look for something at the school that needs to be done such as: cleaning and disinfecting, tidying up the work room, tidying up the storage room, gathering materials for an activity that the school or a teacher has planned.
- Avoid relating confidential information concerning students, their families, or staff members to others.
- Advise the teacher of any problems that arise with a child. The lead teacher will make the decision to discuss the problem with the parent and/or director.
- Prepare the weekly snack. Maintain the snack closet and inform the director of any needs.
- Check the entrances, restrooms, and playground areas before school for safety and cleanliness.
- Actively greet and welcome all children and families during drop-off and pick up.
- Relate to the children, parents, visitors and other staff members with courtesy, acceptance, patience, and enthusiasm.
- Assist in maintaining safety and cleanliness of supplies and space including sanitizing toys, sweeping, vacuuming, and cleaning where needed.
- Sign in and out daily on Brightwheel and familiarize yourself with the application.
- Cooperate with Religious Education or other church staff sharing the room.
- Be present during contracted hours.
- Attend monthly general staff meetings and team meetings.
- Attend 24 hours of in-service training per school year as agreed upon with Director.
- Follow State Minimum Standards for Licensed Child-Care Centers and help maintain compliance.
- Be familiar with state regulations as well as with program policies of St. Catherine's Preschool.
- Serve as an ambassador for the preschool in the larger community of Austin.
- Must complete other duties as needed or required.

The foregoing description of duties and responsibilities is not a complete description of the responsibilities and duties that are assigned and should not be interpreted as such.

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**Terms of Employment:**
This is a part time non-exempt position with hours that may vary from week to week but in no event may they exceed the lesser of the hours directed by the Director of Preschool Ministries or twenty hours in any one week.

**Evaluation:**
Following the probationary period, performance of this job will be evaluated annually in accordance with the applicable Preschool and Church policy.


I have received, read and been given the opportunity to ask questions regarding the job description.


Staff Name _____ Position _____


Staff Signature _____ Date _____