



Lac Courte Oreilles Head Start & Early Head Start
8837 N Trepania Road, Hayward, WI 54843
Phone: 715-634-8560
Fax: 715-634-0061

JOB ANNOUNCEMENT

EARLY HEAD START TEACHER FLOATER

Job Title: *Early Head Start Teacher Floater*
Reports to: *Early Head Start Education Coordinator*
Location: *Early Head Start*
Classification: *Full Time*
Salary Range: *Negotiable*
Opening Date: *August 28, 2017*
Closing Date: *Until Filled*

Position Summary: This position serves as a Floater Assistant Teacher for the Early Head Start program. The Floater Assistant Teacher will work collaboratively with the Teacher to ensure the successful operation of a classroom of children. The Floater Assistant Teacher also works with a team of other classroom Assistant Teachers and family members to implement curriculum to achieve outcomes for children of all abilities. The Floater Assistant Teacher will ultimately be evaluated on a combination of skills, dispositions and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all employees.

Qualifications/Experience:

- High School diploma or its equivalent;
- Must hold up to date Child Development Associate (CDA) credential, for infant and toddler;
- Associate or Bachelor's degree in Early Childhood education preferred;
- Experience working with children ages 0-3 years;
- Must have valid driver's license;
- Must pass physical examination, background check and driving record in compliance with State and Federal regulations;
- Obtain certification in CPR/First Aid, Shaken Baby Syndrome and Sudden Infant Death Syndrome.
- Obtain clear Tuberculosis test before hire and every two years thereafter.

Responsibilities:

- Ensure daily morning and afternoon breaks to all class rooms teachers.

- Comply with and implement all applicable local, state and federal regulations;
- Maintain a working relationship with other classroom and/or support staff and with the public;
- Assist teachers in all aspects of the classroom operation including carrying out lesson plans and daily activities;
- Create, support and maintain a healthy, safe, learning environment conducive to each child's intellectual, physical, social, emotional, and aesthetic development;
- Actively teach, model and engage children in play and learning in classroom;
- Establish and maintain a positive and trusting relationship with children and their families;
- Maintain accurate records for each child, data entry and completion of appropriate documents and referrals as needed in a timely manner;
- Actively supervise and engage children at all times to ensure child safety;
- Maintain confidentiality of all children, family and informational records;
- Assist in the process of classroom coverage. Punctuality is critical;
- Must learn and execute emergency preparedness plan and be responsive to emergencies that may arise;
- Work with children and their families to support development toward school readiness;
- Maintain accurate daily records on attendance, daily intake, medical log, preschooler information for distribution in child file and to parents as well as other required forms;
- Maintain and document all contacts with parents. Develop and maintain a professional relationship with parents of enrolled children;
- Attend training and conferences as requested by the supervisor;
- Work cooperatively as a team with the Education manager and other educational staff to plan, coordinate and implement the educational plans;
- Maintain a neat, orderly and safe classroom environment, making timely reports to management with health and safety concerns;
- Physically be able to lift at least 40lbs. and sit on floor with children;
- Maintain teacher child ratio;
- Perform all other duties as assigned.

Application procedure:

Submit application, cover letter, resume, and three personal reference letters to the address below. Resume should be typed and include information on education, experience, professional and/or community involvement and availability.

Lac Courte Oreilles Head Start/Early Head Start

ATTN: Human Resources Department

Patricia Kakazu, HR Manager

8837N Trepania Road

Hayward, WI 54843

(715) 634-8560 Phone

(715) 634-0061 Fax

Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies and Procedures Manual.