



Strengthening Community, One Person, One Family at a Time

JOB DESCRIPTION

Title: Early Childhood Classroom Floater
Supervisor: Manager of Childhood
Work Hours: 22.5 hours/week
(M-F 9:30am – 2:00pm)

FLSA: Non-Exempt
Classification: Part-Time
Pay Rate: \$16/hr

Summary

Under the direct supervision of the Manager of Early Childhood, the Early Childhood Classroom Floater will assist the Lead Teacher and the Assistant Teachers with daily tasks in the classroom. This position will work as part of an instructional team to implement and provide high-quality, responsive early childhood programs. These programs meet the needs of children in community-based expanded pre-kindergarten (3 y/o) and universal pre-kindergarten (4 y/o) classrooms.

This is a ten (10) month position that follows the Rochester City School District calendar.

Essential Job Duties

- Assist the Teachers and Assistant Teachers in performing all required daily tasks.
- Assist with maintaining the appearance, cleanliness and safety of the classroom.
- Exhibit care, respect and a commitment to confidentiality in all interactions with children, staff and families.
- Assist in the delivery of early childhood programs, actively involving families and the local community.
- Assist in all EPK and UPK activities, both in and outside the classroom, offering backup and support as needed.
- Assist in the provision of services that enable the program to meet the requirements of pre-school program funding criteria.
- Prepare nutritious breakfast, snacks, and lunch for children.
- Ensure kitchen cleanliness and equipment functionality.
- Accurately maintain records for the Child and Adult Care Food Program (CACFP).
- Shop for and purchase food for children.
- Attend required trainings to stay current in early childhood education best practices.
- Other job duties, as assigned.

Knowledge, Skill and Abilities

- Prioritize the health, safety, and well-being of children through proactive supervision and adherence to safety protocols.
- Engage children with respect, warmth, and positivity, fostering a vibrant and encouraging learning atmosphere.

- Collaborate effectively and respectfully with staff, parents, and vendors, maintaining open communication and positive relationships.
- Effectively share information, deliver instructions, and respond to inquiries in a clear and concise manner. Complete forms accurately and efficiently.
- Contribute to organized record-keeping by accurately entering and managing data according to established procedures.
- Apply basic mathematical skills for tasks like counting supplies, measuring ingredients, and tracking attendance.
- Interpret written materials such as schedules and lesson plans with ease.
- Operate common office equipment like photocopiers and laminators confidently.
- Maintain a well-organized filing system.
- Utilize accurate spelling skills for written communication and record-keeping.

Physical Elements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

- Must be able to physically perform the basic life operational skills of stooping, kneeling, walking, lifting, grasping, pulling, standing, talking, and hearing.
- Must be able to perform light work exerting up to 25 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.
- Must be able to travel as needed getting in and out of a car both indoors and outdoors and may have exposure to various weather conditions.

Qualifications

- Required - High School Diploma or equivalent and at least one (1) years’ experience in childcare.

I have read, understand, and been given the opportunity to ask questions about the duties of my position:

Employee Signature: _____ *Date:* _____

Supervisor Signature: _____ *Date:* _____

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts CPGRs ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the agency’s current assignment of essential functions. Those functions may change at any time as the needs of the agency change or for other reasons deemed appropriate by the CPGR.

The Community Place of Greater Rochester, Inc. is committed to the recruitment of a workforce which mirrors the diversity of recipients of agency services.

We are an Equal Opportunity Employer.