

Community Outreach, Inc.
Position Description

Position Title: Floater Teacher
Status: Full-time, hourly (overtime eligible), individual contributor
Starting Wage: \$15.50 / hour
Organizational Relationships: Reports to Director of Child Care

Agency Conformance Statements:

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision
- Interact professionally with other employees, clients, donors, and outside agencies
- Work effectively as a team contributor on all assignments
- Work independently while understanding the necessity for communication and coordinating work efforts with other employees and organizations

Position Purpose:

Work closely with the staff of the nature-based childcare center to support center activities, and ensure a safe, clean, sanitary, healthy and attractive environment.

Responsibilities and Duties:

- Responsible for assisting with all assigned age groups of children, which may change daily, depending on the need.
- Help implement curriculum as indicated by the classroom, teachers and/or the Director.
- Provide classroom teacher breaks and lunches.
- Temporarily take role of lead teacher when needed and requested by Director.
- Help manage children as indicated in the child guidance policy.
- Report to the Director any problems and maintenance issues.
- Report immediately to the Director any suspected child abuse.
- Maintain facility cleanliness, including vacuuming classrooms, cleaning bathroom areas and kitchen. Help maintain playroom, office, and outside play area.
- Help ensure that the classrooms are clean, sanitary, safe, healthy and attractive.
- Prepare and serve meals and snacks.
- Clean up dishes and kitchen after snacks and meals. Keep kitchen clean and sanitary.
- Maintain a laundry schedule for nap linens, and move other laundry through on a regular basis. Sanitize sleeping mats and separators once per week and change the sheets.
- Monitor kitchen supplies, and replenish as needed.
- Keep supplies, such as toilet paper, paper towels, liquid hand soap, and diaper changing paper dispensers full and stocking, not letting them run out. Keep diapering area well stocked with plastic bags and rubber gloves.
- Ensure that toys and surfaces are clean and sterilized.

- Empty recycle bin as needed.
- Complete other duties or tasks as required or assigned by the Director.

Qualifications:

- Must be 18 years or older
- Oregon Central Background Registry Number, Food Handler's card, current CPR and First Aid training (See Special Position Requirements below)
- Completed the following online courses, required by the Oregon Early Learning Division: Introduction to Child Care Health and Safety, Prevention is Better Than Treatment, Safe Sleep for Infants and Recognizing and Reporting Child Abuse and Neglect
- Must also have 30 credits of training in Early Childhood Education, HDFFS or Child Development (15 credits of training in Early Childhood Education, HDFFS or Child Development and six months qualifying teaching experience is also accepted)

Special Position Requirements:

- Required to get Food Handler's License, CPR and First Aid within 30 days
- Commitment to the goals of our social service agency and to be an advocate for our mission and our clients
- Ability to interact positively and in a non-judgmental way with parents and children
- Ability to interact gently and supportively with center children