



Job Title	Teacher's Aide - Floater
PVN ID	KB-2411-006545
Category	Instruction and Social Service
Location	KINGSBOROUGH C. C.
Department	Student Affairs - Child Development Cent
Status	Part Time
Hourly Rate	\$16.83-\$16.83
Hour(s) a Week	19.00
Closing Date	Jan 04, 2025 (Or Until Filled)

General Description

A floater teacher's aide role can give many important benefits to help with the daily functions of the classrooms and the Child Development Center. It improves classroom support by providing greater individual attention to students, particularly those who may require extra assistance or changes. The floater can help with classroom behavior management, small-group lessons, and ensuring that all students stay on target, which enhances overall learning outcomes. It also benefits the lead teachers by lowering their workload and allowing them to focus more on instruction, while the aide handles preparation and student support. This extra flexibility has the potential to improve the effectiveness and balance of the learning environment.

Responsibilities will include but will not be limited to the following:

Flexibility in Roles:

- Being willing to step into various roles as needed, whether in the classroom, outdoor play, or during transitions.

Supervising Children:

- Ensuring the safety and well-being of children in various classrooms or play areas.
- Assist in providing children with their environment of acceptance which will help each child build ethnic pride develop a positive self-concept, enhance their individual strengths and develop positive social relationships.

Assisting with Activities:

- Supporting lead teachers by helping to facilitate educational activities, crafts, and games.

Behavior Management:

- Helping manage children's behavior and providing guidance in social interactions.

Supporting Individual Needs:

- Working one-on-one with children who may need additional support, including those with special needs.

Maintaining Cleanliness:

- Assisting in keeping the environment clean and organized, including toys and learning materials.

Collaborating with Staff:

- Communicating effectively with teachers and other staff members to ensure consistency in care and education.

Monitoring Development:

- Observing and noting children's developmental progress and reporting any concerns to lead teachers.
- Support Director and teachers in the general implementation of policies and procedures of the Child Development Center.

Engaging with Parents:

- Occasionally interacting with parents during drop-off and pick-up, providing brief updates on their child's day.
- Encourage parent involvement in all aspects of the program.
- Assist in aspects of the administrative component of the center i.e. parent meetings, registration fundraising, inventory control, public relations etc.

Participating in Training:

- Attending training sessions and professional development workshops to enhance skills in early childhood education. Attend all staff meetings and participate in recommended training program conferences courses and other aspects of professional growth.

Meal Prep:

- Coordinate meal times including setup, meal preparation, serving, and clean up.

Health and Safety:

- Follow all emergency medical or accident procedures.
- Participate in monthly fire drill.
- Maintain current CPR certification.
- Assure general maintenance and security of facility which includes ensuring that equipment and materials are in good working order and are sanitized on a regular basis.
- Assume an equal share of the joint housekeeping responsibilities of the staff.
- Maintain confidentiality at all times.

Other Duties

The Teacher's aide will work with the teaching staff to provide a successful, safe, and supervised educational setting for children while they are in the child development center. This includes promoting the social,

emotional, physical, and cognitive development of children. They shall possess an interest in children and their families and be sensitive to their needs. They must have the ability to work efficiently with others and be open to change.

Qualifications

- High school diploma required.
- Experience working with children ages two to five years old.