

**PEARL RIVER VALLEY OPPORTUNITY, INC.
HEAD START / EARLY HEAD START**

JOB DESCRIPTION

TITLE/POSITION:	WORKING HOURS:
Floater/Bus Attendant	7 hours/day (9-12 months based on need)

GENERAL DUTIES:

The Floater is responsible for assisting the EHS or HS Teacher with operating the assigned classroom(s) and is to aid in providing maximum opportunities for the physical, social, cognitive, and behavioral growth of each child.

SUPERVISORY CONTROL: The incumbent is delegated full authority necessary for the effective performance of responsibilities assigned and is fully accountable to their immediate supervisor for his/her performance.

SPECIFIC DUTIES:

1. Apply creative curriculum and other chosen early childhood education approaches to the provision of childcare/child development services to infants and toddlers or preschoolers; assist with observations and assessment.
2. Maintain all indoor and outdoor spaces, materials, and equipment in use by infants and toddlers or preschoolers in center-base setting.
3. Facilitate environments that are warm, nurturing, and promote well-being.
4. Employ safe practices for diapering children and assisting with toileting.
5. Meet the nutritional demands of each infant and toddler through individualized feeding schedules and meals.
6. Maintain proper staff to child ratios and grouping of children at all times.
7. Document daily child observations and communicate them to parents.
8. Remain current on procedures for responses to accidents of children, fires, and environmental disasters.
9. Participate in all required staff training and higher education activities.
10. Report to Mental Health/Disabilities Specialist any concerns related to individual growth, development, behavior, hearing, or vision.
11. Establish rapport with parents and promote their involvement in curriculum planning, program governance, and the overall

Head Start/Early Head Start program.

12. Assist Teacher with planning and implementing activities; assist with paperwork as needed.
13. Interact with children in all aspects of daily classroom activities.
14. Ensure the health and safety of all children.
15. Maintain confidentiality of family records and information.
16. Move from center to center or move from class to class on short notice and as requested.
17. Place cones and barriers to direct traffic flow in the mornings and afternoons.
18. Ensure the health and safety of all children and parents who participate in the carline.
19. Meet and train staff regarding updates and changes to the carline process, as needed.
20. Ensure that parents sign required documentation when picking up or dropping off their child.
21. Monitor the outdoor environment at all times for environmental hazards or other potential hazards.
22. Determine safety of carline implementation/location based on weather (bad weather, rain, cold).
23. Ensure that all staff wear safety vests.
24. Other duties as assigned by the Center Administrator.

QUALIFICATIONS:

1. High School Diploma, or equivalent, required. CDA or AA preferred.
2. At least one year experience working with infants and toddlers or preschoolers in a childcare setting, required.

REQUIRED SKILLS:

1. Must demonstrate good skills for written and verbal communication.
2. Must demonstrate ability to work with families in a empathic, nonjudgmental, respectful, and professional way.
3. Must demonstrate tolerance for cultural, ethnic, and religious differences.
4. Ability to speak English or the language of the majority of the children served.
5. Must have consistent and reliable work attendance.
6. Must maintain a professional attitude with parents, staff and the community.

SPECIAL REQUIREMENTS:

1. Must have transportation and an active driver's license.
2. Annual Health Check-up.
3. Must attend staff development, meetings/workshops as required.
4. Must obtain 15 staff development contact hours per contract period.
5. Must be able to lift, at least 40 – 50 lbs. as needed. Must be able to bend kneel, crouch, stand on feet and sit on floor with children for extended periods of time without complications.

EVALUATIONS:

A job performance appraisal of the Floater will be performed annually by the Center Administrator with an option to evaluate informally when considered appropriate.

Signature Employee

Date

Signature Supervisor

Date

Revised 03/02/2026