

KCAA PRESCHOOLS OF HAWAII  
**Job Description**

**JOB TITLE: FLOATING TEACHER  
(PREP TIME)**

Exempt (Y/N):	N	Job Code:	
Salary Level:		Division:	Programs
Shift:	Varies (40-hour work week)	Department:	
Location:	KCAA Muriel serves as home base for this position.	Supervisor:	Muriel Center Director
Employee Name:			
Prepared By:	A. Hedricks, HR Mgr.	Date:	November 2013 (revised)
Approved By:	C. Cox, President	Date:	November 2013

**SUMMARY – Floating Teacher responsibilities include:**

- Ensuring the health and safety of the children in KCAA’s care.
- Familiar with KCAA Guidance and Discipline Policy and School Rules.
- Establishing and implementing curriculum goals and objectives which are developmentally appropriate for the age group and meet the individual needs of each child within the group.
- Establishing and maintaining regular, on-going communications with parents.
- Maintaining a positive, nurturing attitude towards each individual child.
- Implementing creative teaching techniques to guide children in the development of basic skills.
- Submitting appropriate requests for supplies and activities needed to maintain the class program.
- Completing all necessary daily records and reports accurately and on time.
- On-going professional development.

**Supervisor:** Muriel Center Director

**Job Assignment:** Job assignment varies depending on prep time schedule at the five schools (excluding Atherton and Laura Morgan) and may include working with the Program staff. Schedule and location as assigned by the organization. Muriel will be assigned as home base. Floating Teacher is assigned to designated schools to provide coverage for teacher prep time. Floating Teacher reports to Muriel on day(s) for which no specific assignment has been made (hours: 8:30 a.m. – 4:30 p.m.). Floating Teacher regularly checks in with Muriel Center Director to verify assignment at least once weekly. Any questions regarding assignments should be directed to Muriel Center Director. Floating Teacher to provide the Center Directors at the assigned schools with a contact phone number. Floating Teacher may be contacted in the mornings, no earlier than 5:30 a.m. and in the evenings, no later than 9:30 p.m.

**Hours:** Normally 40 hours per week, as assigned, Monday through Friday, cumulative of hours worked at the various locations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but not limited to the following:

- Ensuring the health and safety of the children through active supervision and interaction with children all day, in all situations (indoors, outdoors, on excursions).
- Maintains and implements goals and objectives based on an educated understanding of children's age group skills and abilities in the social, emotional, physical, aesthetic, and cognitive developmental stages. Goals should also consider health and safety standards.
- Using goals and objectives as the framework for the development of daily, weekly, monthly activity schedules and routines.
- Implements a developmentally appropriate curriculum which is age and individual appropriate in the areas of:

self-help skills	sensory (sand/water, etc.)	cognitive
open-ended questions	fine motor	language
blocks	toys and games	gross motor
music/movement	library	dramatic play
work jobs	cooking	art

Pre-K teachers are responsible for providing appropriate areas for the implementation of the Scholastic curriculum including: writing, math, and science.
- Maintains a balance of emphasis between the indoor, outdoor and passive and active activities within the classroom.
- Actively interacts with and guides the children while at play at their physical level (on the floor).
- Participates in two (2) parent Open House meetings as appropriate or based on assignment.
- Greets children and their parents warmly and enthusiastically upon arrival and at departure.
- Projects a positive, loving, nurturing attitude towards each individual child by:
  - providing nurturance and stimulation
  - modeling respect for children and responding to their needs in caring ways
  - supporting toileting skills through positive reinforcements, if applicable
  - helping children to feel secure with teacher and the environment
  - encouraging children to problem-solve their own problems
  - interacting closely and lovingly with children
  - utilizing positive guidance techniques to manage child behavior
- Plans, organizes and maintains a nurturing relaxed classroom environment that supports KCAA's philosophy and goals.

- Presents a program that enhances children's imagination and creativity.
- Articulates children's progress and/or problems/concerns in a timely manner to the Center Director, administrative directors and/or other school faculty and staff members, as is deemed appropriate, to ensure cooperation, collaboration and assistance in best meeting children's needs.
- Attends all staff meetings, training programs, and conferences at the discretion of the Center Directors at the assigned schools.
- At each school, staff gets daily input in Communications Book. Floating Teacher to read Communications Book at whichever site assigned.
- Assists in public relations events sponsored by KCAA or the school.
- Assumes share of the joint housekeeping responsibilities of the staff.
- Accurately maintains and timely submits required paperwork, e.g.:
  - daily and monthly attendance sheets
  - health and incident reports
  - diapering log charts, if applicable
  - children's emergency information
  - daily activity reports
  - weekly parent planning sheet
  - employee time sheet at each site that accurately reflects hours worked each day
- Participates in the meal service program, as directed by the Center Director, e.g. monitoring children's participation for USDA meal count logs, modeling polite table manners for children to follow, assisting children in cleaning their spills, etc.
- Occasionally required to generate lesson plans; for unscheduled absences that exceed one week (e.g. unscheduled medical leave).
- Is responsible for the overall cleanliness and orderliness of the classroom area.
- Is alert to physical plant maintenance needs and timely reports in writing repairs needed.
- Maintains daily care of plants and pets as necessary.
- Follows NAEYC rules and regulations on the procedures of diapering and sanitizing the diapering area, if applicable:
  - sanitizes change table after every change
  - at all times directly attends to child while on the change table
  - regularly checks diaper and records status on diaper log chart
  - emphasizes during the changing teacher language and facial expressions to child

- Follows DOH and DHS health practices in assisting children with toileting as follows, if applicable:
  - while wearing disposable gloves provided by KCAA, changes soiled diaper and/or dumps, bags, seals and labels bag of all soiled clothing for parent(s) to take home at the end of school day
  - immediately sanitizes all areas where accidents have occurred
  - provides guidance to children ready for toilet learning in adopting health practices such as flushing and washing hands with soap after each use
  - schedules a "bathroom break" for all children every 1 - 2 hour intervals
  
- Takes on special projects from time to time.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities needed or desired. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must have reliable transportation and a valid driver's license with a safe and responsible driving record. Must successfully pass DHS Criminal History Check and all subsequent annual checks, as required.

Floating Teachers who express an interest in a regular classroom teacher position must first successfully complete their probationary period before submitting an application for the position. The application will be given consideration and handled through the normal hiring process.

### *Education & Experience*

Must have a college degree or certificate from an accredited institution, preferably a bachelor's degree in Early Childhood Education, or, an associate's degree in Early Childhood Education with a minimum of 6 months experience working with young children under the age of 7; or, Child Development Associate certificate with 36 credits in Early Childhood Education and 1 year experience working with young children under the age of 7.

Bachelor's degree in Elementary Education, Special Education or related field with a minimum of 12 credits in child development or early childhood education plus a minimum of 6 months experience working with young children under the age of 7 will be considered.

Must successfully complete KCAA Orientation Program.

***Physical & Mental Abilities***  
**(Essential Job Functions)**

Must be able to lift, push, pull or carry 50 pounds without assistance and/or have the ability to assess the weight in order to ask for necessary assistance or to determine a safer method of moving the load. Vision correctable to 20/20. Must be able to move with agility over and under children and objects; to climb, as needed, up to heights no higher than 6 feet off the ground; to get down to child's level by either kneeling, sitting, crouching or stooping. Is able to be exposed to sunlight over a period of time not exceeding one hour.

Must be able to tolerate constant noises made by children such as crying, screaming, yelling, laughing. Must be able to work on several projects and tasks at the same time; has the ability to prioritize demands, juggle multiple tasks and be able to work under pressure of meeting multiple attention demands made by children and parents.

Must be able to maintain regular and consistent attendance. Reports to work on time, maintains a stable work attendance record, and timely and accurately complete employee timesheets.

***Attitudes & Attributes***

Must be a team-minded player able to serve as a role model to young children and other employees by exhibiting traits of courtesy, caring, helpfulness, positive approaches in problem-solving and respect. Accepts constructive criticism and asks for help when needed. Conducts oneself when dealing with visitors, parents, children and all employees with cooperativeness, sensitivity and professionalism. Is highly organized, flexible, accurate in recordkeeping and accountability of children's safety and whereabouts. Possess excellent time management skills, including being on time and ready to work when scheduled. Strives to improve, to increase one's professional stature.

*This job description is intended to indicate the kind of tasks and levels of work difficulty that will be required of the position given the title Floating Teacher-Prep Time and shall not be construed as declaring what all the specific duties and responsibilities are. It is not intended to limit or in any way modify the right of the supervisor to assign, direct, and/or control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*

Employee Acknowledgement \_\_\_\_\_ Date \_\_\_\_\_