

# **BERKELEY COUNTY SCHOOL DISTRICT**

## **JOB DESCRIPTION**

**TITLE:** Head Start Floater

**FLSA:** Non-Exempt

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### **GENERAL SUMMARY**

Under general supervision assists in ensuring that the district's **Vision, Mission and Goals** and Head Start Performance Standards are achieved and is responsible for providing support and services needed by children and instructional teams to achieve educational effectiveness. Reports to the site supervisor through the Head Start Director.

### **ESSENTIAL FUNCTIONS**

Maintains confidentiality;

Provides consistent support to ensure staff to student ratio;

Coordinates with the instructional teams to assist with children who need to be escorted to established sites in the building;

Works alongside the instructional teams to offer extra classroom support;

Ensures the well-being and safety of children through active supervision and daily tracking;

Follows the Head Start Program Performance Standards, Berkeley County School District policies and Berkeley-Dorchester Head Start policies and procedures;

Exhibits a genuine nurturing, caring attitude to all children;

Maintains a positive, calm attitude and a soft voice, and encourages this attitude and voice in others working in the classroom;

Assists with transport of snacks and meals for classrooms as needed;

Uses conversation to support children as they develop language and social skills appropriate for the school setting;

Participates in at least 15 hours of continuing education and professional development activities that are DSS approved;

Attends all meetings and training sessions relevant to his/her duties;

Keeps abreast of changes within District and Head Start policies and students needs/interest;

Is punctual and responsible in performing all duties and activities assigned; and

Performs other related duties as required.

## **JOB SPECIFICATIONS**

### **Education and Experience:**

High school diploma. Experience working with children preferred.

### **Knowledge:**

Acquire knowledge of the policies, procedures and activities of the school district which pertain to the specific duties and responsibilities of the job. Knowledge of applicable local, state and federal regulations and guidelines. Knowledge of the records, forms and reports which must be prepared and maintained. Knowledge of proper maintenance of equipment, materials, and supplies used in daily activities.

### **Skills/Effort:**

Ability to understand and comply with Head Start Performance Standards. Ability to interact in an effective manner with building site supervisors, instructional teams, and students.

### **Working Conditions:**

Physical demands are restricted to classroom work requiring lifting/moving of items up to 35 pounds. Routine travel required. Job requires ability to work under a degree of stress related to duties that require considerable attention.

### **DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

### **SIGNATURE:**

\_\_\_\_\_

Date: \_\_\_\_\_

Berkeley-Dorchester Head Start does not discriminate on the basis of race, color, national origin, sex, or handicap in admission to, treatment in, or employment in its programs and activities.