    

**Vital Connections of the Midlands, Early Head Start is now accepting applications for the following position:**

**Job Title:** Early Head Start Floater/Substitute

**Reports To:** Center Director

**Status**: Part-time

**Posting Date:** 05/07/21**Closing Date**: 06/04/21

**Position Summary:** The Floater/Substitute will step in to assist in the care and supervision

of the children in the absence of the Classroom Teacher and Kitchen staff as needed.

**Duties:**

* Assists classroom teacher with the daily learning environment for children.
* Establishes and maintains a safe, clean and healthy learning environment with the guidance of the classroom teacher.
* Completes Health and Safety Checklist, Play Yard Safety Checklist – reporting any safety concerns to the Director immediately.
* Provides direct care and supervises children both indoors and outdoors to ensure all safety procedures are followed.
* Follows policies and procedures for tracking children by taking their classroom rosters to ensure an accurate classroom count. Never leave a child/children unattended.
* Models positive and appropriate staff to child interactions.
* Maintains professional ethics and policies of Vital Connections of the Midlands.

**Education Qualifications**:

* Minimum of a High School Diploma and working towards an Early Childhood Credential
* Preferred Child Development Associate (CDA) credential or equivalent coursework.

**Experience:**

* Minimum 2 years of experience working with infants, toddlers and twos.
* Must be flexible and have nurturing classroom management skills.
* Ability to relate sensitively with children.
* Ability to keep all information strictly confidential.

Please email letter of interest and resume to: [Knoble@vcmehs.org](mailto:Knoble@vcmehs.org)

**Mail to**: Vital Connections of the Midlands

4801 Colonial Drive, Rm. 24

Columbia, Sc 29203

Attn: HR

Equal Opportunity Employer