TRI-COUNTY COMMUNITY COUNCIL, INC.
302 North Oklahoma Street; P.O. Box 1210
Bonifay, Florida 32425

JOB ANNOUNCEMENTS

Tri-County Community Council, Inc., is accepting applications for the following positions at the Head Start and Early Head Start Centers:

Floater (Westville Head Start)

Teacher (Early Head Start)

Attention: Wage Increase

Benefits Include: Health Insurance, Life Insurance, Group Vision and Dental Insurance, 403(b) Pension Plan (agency match up to 5%), Sick Leave, Annual Leave, 11 Paid Holidays, Education Opportunities, Advancement Opportunities, Regular hours Monday - Friday

Applications may be obtained from any Tri-County Community Council office, HS Center, or online at www.tricountycommunitycouncil.com.

This position will remain open until filled.

For more information call HR Department at (850) 547-3689.

Only qualified applicants will be considered.

Successful applicant will be subject to pre-employment drug test.

EQUAL OPPORTUNITY EMPLOYER AND DRUG AND SMOKE FREE WORKPLACE.

"Helping People Help Themselves"

Tri-County Community Council, Inc.
Job Description

Prepared By:
Job Title: Floater
Department: Head Start/Early Head Start
Reports To: Education Coordinator
FLSA Status: Non-Exempt
Prepared Date: September 2022
Approved By: Executive Director
Approved Date: September 2022
Salary Level:

SUMMARY Assist the program anyway designated in keeping with the best interest of the program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Participate on program self-assessment team for annual assessment when needed.

Maintain confidentiality of all child, family, and staff records.

Perform duties in all areas of the center as needed, such as in the absence of a staff person in the classroom or kitchen.

Assist with playground time as needed.

Assist with transportation as a bus escort when needed.

Participate in pre-and in-service training and staff development opportunities for personnel and parents.

Must be willing to obtain a Child Development Associate (CDA) credential.

Must comply with State of Florida training requirement.

Assist staff with community organizations to update and distribute up-to-date Community Resource Guide.

Good attendance is essential part of position.

Understand and respect the Chain of Command.

Perform any other duties as assigned by supervisor that is in the best interest of the agency.

SUPERVISOR RESPONSIBILITIES
This job has no supervisory responsibilities

QUALIFICATIONS
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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS
Ability to calculate figures and amounts such as discounts, interest, proportions, & percentages.

REASONING ABILITY
Ability to apply common sense understanding to carry instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS
Current Driver's License; Proof of proper vehicle insurance coverage. Must comply with background and health screening, Florida training requirement, must complete the 40 hour Introductory Childcare Training and 5 hour Early Literacy and Language Development.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tri-County Community Council, Inc.
Job Description

Prepared By:
Job Title: Early Head Start Teacher
Department: Early Head Start
Reports To: Center Coordinator
FLSA Status: Non-Exempt
Prepared Date: May 2023
Approved By: Executive Director
Approved Date: May 2023
Salary Level:

SUMMARY Plan and initiate classroom activities according to the Early Head Start Performance Standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Plan daily schedules for classroom to provide for the needs for the infant and toddlers.

Maintain records on each child.

Provide for creativity in music, art, language and dramatic play.

Promote respect for the individual and self-control.

Guide the child towards good habits, useful skills, wholesome attitude, self-reliance and independence.

Accept parents, be sensitive to their needs as well as children while establishing an atmosphere of trust, approval and Support through a friendly working relationship.

Cooperate with the Center Coordinator, other staff members and with parents.

Display the ability to be relaxed, nurturing without tension and to be confident.

Display the ability to accept responsibility and be dependable.

Demonstrate the ability to manage the classroom, use discretion & independent judgement that align with the Early Head Start mandates, rules & regulations; and be able to function in a crisis situation.

Assist in generating required in-kind for the center.

Assist in preparation of the newsletter.

Assist with Head Start Software data entry.

Attendance is essential part of this position.

Recruit parent volunteers.

Requisition supplies as needed.

Attend Individual Family Service (IFSP) meetings as needed.

Plan and conduct educational home visits and center visits as required.

Attend parent meetings.

Attend workshops and training sessions as required to enhance job performance.

Participate in fund-raising activities.

Understand and respect the Chain of Command.

Perform any other duties as assigned by the Center Coordinator that is in the best interest of the agency.

SUPERVISOR RESPONSIBILITIES
None

QUALIFICATIONS 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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Child Development Credential (CDA) Infant/Toddler, and/or degree in Early Childhood Development or equivalent education and experience is related field.

LANGUAGE SKILLS
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS Current Driver's License; Proof of proper vehicle insurance coverage. Must comply with all health regulation and background investigations. Must obtain 45 hour Children and Families Childcare Certificate; CPR and First Aide.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include ability to adjust focus.

WORK ENVIROMENT The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.