

The Modern Tot

Job Title: Floating Teacher

Pay Rate: \$13 - \$15 /hr

Hours: Full Time: 9:00am-6:00pm Monday- Friday

**Primary Responsibilities: Child Care**

- Engage and Attend to children's needs including food, safety, diaper changing, attention, and care.
- Observe and report children's behavior, social development, and physical health.
- Enforce and uphold all administration policies and rules governing students.
- Assist lead teacher to prepare materials and classrooms for class activities when needed.
- Serve meals and snacks in accordance with The Modern Tot's policy and schedule.
- Assimilate arriving children to the school environment by greeting them with a smile, helping them put away their things, and selecting activities of interest to them.

**Secondary Responsibilities: Facility Care**

- Maintaining the facility upon arrival and before departure according to The Modern Tot cleaning procedures.
- Regularly check bathrooms and lunch area to ensure their cleanliness, helping to maintain a clean and orderly school environment.
- Assist teachers with supplies as needed.

**Additional: Administrative**

- Update the Bright Wheel mobile app periodically throughout the day to communicate with parents concerning the status of their child.
- Attend all Modern Tot trainings and meetings, as well as additionally required ongoing training for early childhood development.
- Take an accurate inventory of equipment, materials, and supplies, and request more as needed.