

NeighborImpact

JOB OPENING

Substitute Center Aide / Bus Monitor

JD# 6030a

Supports the Center Team according to federal regulations, performance standards, state and local policy. Assists the teaching team in creating a successful environment by integrating all program services that promote growth and development of up to 20 children. Rides the Head Start bus with children of assigned classrooms on their bus routes. Daily tasks are assigned by the Teacher. Reports to the Center Coordinator.

Position Information:

Title: Substitute Center Aide / Bus Monitor – Head Start Program
Location: Various locations throughout Central Oregon, intermittently
Hours: On-call, hours are not guaranteed. Unbenefited.
Close Date: This announcement will be open in-house indefinitely during the Head Start school term.
Wage: \$10.70 per hour
Interviews will be held on an as needed basis to expand the substitute pool.

Qualifications, Knowledge, Skills & Abilities:

- High School Diploma or equivalent GED.
- Preference for pre-school experience with a Head Start or similar program
- Must be able to promote positive communications within and outside Head Start
- Bilingual English/Spanish preferred
- Head Start parent or past parent preferred
- Frequent kneeling, stooping, bending, and sitting on the floor to attend to children's needs.
- Must be able to ride a school bus with children for assigned periods of time
- Occasional lifting up to 50 lbs
- Must have an initial health examination, including a TB screening, and a periodic re-examination
- Prior to date of hire and throughout employment, certification of the following are required:
 - Valid Oregon Driver's License and proof of current auto insurance
 - Pediatric CPR/First Aid certification
 - Food Handler's Card
 - Current enrollment in the OR Child Care Division-Criminal History Registry
- Excellent skills in listening to and speaking with children and adults
- Ability to be able to participate as a constructive, contributing, positive member of the Center Team
- Ability to build and maintain positive relationships
- Ability to engage in and support positive social and emotional interactions with children, families, and co-workers
- Ability to relate to children of varying ages, disabilities and behaviors
- Ability to relate to adults of varying social and economic backgrounds
- Ability to demonstrate a knowledge of child growth and development
- Ability to communicate ideas, concepts and techniques to adults of various abilities

Job Posting – 10/6/10

For complete job description, visit our public website, www.neighborimpact.org/jobs.htm. Internal candidates need only to submit a cover letter of interest if your original application and resume is on file. Head Start parents are considered internal candidates.