

# NEIGHBORIMPACT

## JOB DESCRIPTION

**Job Title:** Substitute Center Aide / Bus Monitor, Head Start  
**Reports To:** Education Services Coordinator

### **I. Job Purpose:**

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 classroom Teacher.

### **II. Duties, Tasks, and Responsibilities:**

- Manage small groups of children in a positive and appropriate manner
- Confer with center staff daily regarding child behavior, skill development, progress and concerns; document child observations
- Maintain a safe and sanitary classroom environment daily
- Assist staff with meal preparation and service
- Eat meals with children as assigned and follow mealtime procedures
- Provide assistance to center volunteers
- Provide childcare for family activity meetings as assigned
- Travel to and participate in training, workshops and conferences

### **Bus Monitoring**

- Ride the Head Start bus with children of assigned class rooms at a minimum of once daily as assigned
- Assist bus driver in maintaining safety on the bus
- Ensure that all child passengers are in appropriate safety restraint systems and seat belts
- Ensure safety of children during boarding and exiting the bus
- Prepare for and assist with emergency evacuations
- Handle emergency situations calmly and quickly
- Create a positive educational environment for children on the bus
- Complete post trip bus check at the end of each route

### **Other Job Functions**

- Assist in development of lesson plans
- Attend monthly classroom review meetings
- Assist in maintaining accurate daily records for attendance and meal count
- Perform other functions as assigned
- Demonstrate sensitivity, tolerance, and respect for differences among children and adults

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All communications are potentially sensitive and are subject to NeighborImpact's policies and confidentiality agreement

### III. Knowledge, Skills, and Abilities:

- Good communication skills especially good listening skills with children and adults
- Ability to be able to participate as a constructive, contributing member of the Center Team
- 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
- Visual ability or corrected vision to oversee the operations of a classroom
- Ability to communicate effectively with others, with or without the use of auxiliary aids or an interpreter
- Ability to travel and participate in training workshops and conferences as assigned
- Ability to respond appropriately (both mentally and physically) to an emergency or a crisis situation
- Demonstrated ability to be prompt and dependable

### IV. Qualifications:

- 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. This position is rated as active and regularly requires the individual to lift 30-50 pounds
- 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 (as recommended by health care provider) to assure that the employee does not because of communicable diseases, pose a significant risk to the health or safety of others, that cannot be eliminated or reduced by reasonable accommodation
- Prior to date of hire, 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
- Above certifications must be kept current to remain employed

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### V. Position Details:

The duties outlined in this job description are not all inclusive and additional duties and tasks will be assigned as required.

Fair Labor Standards Classification: Non-Exempt

NeighborImpact is an EEO Employer

### VI. Signatures:

Employee Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_