

NeighborImpact

JOB OPENING

Substitute Center Aide / Bus Monitor

JD# 6030

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.

In House Close Date: This announcement will be open in-house through Wednesday, April 1, 2010.

Wage: \$10.70 per hour

Requirements: High School Diploma or equivalent GED. Preference for pre-school experience with a Head Start or similar program
Ability to manage small groups of children in a positive and appropriate manner
Ability to maintain a safe and sanitary classroom environment daily
Ability to assist staff with meal preparation and purchasing
Ability to provide childcare for family activity meetings
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 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 respond appropriately (both mentally and physically) to an emergency or a crisis situation
Ability to ride the Head Start bus with children of assigned class rooms as assigned
Ability to assist bus driver in maintaining safety on the bus
Ability to ensure that all child passengers are in appropriate safety restraint systems and seat belts
Ability to ensure safety of children during boarding and exiting the bus
Ability to prepare for and assist with emergency evacuations
Daily kneeling, stooping, bending, and sitting on the floor to attend to children's needs required. This position is rated as active and regularly requires the individual to lift 30-50 pounds

Job Posting – 4/1/10

For complete job description, call 548-2380 x153 or visit our public website, www.neighborimpact.org/jobs.htm after 4/7/10. 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.