



**NeighborImpact**

Supporting People, Strengthening Communities.

## Head Start Substitute Bus Driver

*Do you have a CDL? Are you looking for part-time work? Then the Head Start Substitute Bus Driver position is for you! Come to work for one Oregon's 100 Best Non-Profits.*

**Location:** Head Start locations in Prineville, Redmond, Bend and LaPine

**Compensation:** \$16.85/hour (plus .50 for Bilingual Spanish) - Non-Exempt

**Hours:** On-Call, hours not guaranteed – Subject to normal school year furloughs

**Benefits:** Generally unbenefited but includes Agency funded retirement, Employee Assistance Plan and sick leave

**Deadline:** Year round recruitment – no deadline

### NeighborImpact's Head Start program Overview

NeighborImpact Head Start and Early Head Start provides free quality preschool and social services to 445 children and families from pregnant woman to children ages 0-5 throughout Crook and Deschutes County. The program provides quality classroom learning in addition to resources that enable access to health and dental care, family support, nutritional meals, family engagement, social/emotional and physical development, nutrition and more. Head Start is actively working toward expanding the implementation of full day preschool in Central Oregon communities to support school readiness. For those interested in working for NeighborImpact's Head Start program, job applications can be found at [www.neighborimpact.org/jobs](http://www.neighborimpact.org/jobs).

### Overview of Key Duties and Responsibilities:

To provide safe bus transportation for Head Start children, ensuring that each child is picked up and delivered on schedule. To cooperate with center team to promote the health and education of each child, and to work with center staff to assure a smooth flow of communication between families and Head Start sites.

### POSITION QUALIFICATIONS:

- Current Oregon School Bus driver's certificate issued from the Oregon Department of Education. Requires experience in pupil transportation
- High school diploma or GED
- Physical strength and coordination adequate to drive a 36-passenger bus. Frequent lifting of up to 50 lbs. Occasional bending and stooping
- Basic literacy and math skills. Strong written and oral communications skills
- Ability to use a variety of computer programs including but not limited to Microsoft Word, Outlook, and Child Plus software
- Working knowledge of the behaviors and developmental stages of pre-school children, typically gained by working one year or more in a school or preschool setting
- Ability to balance safety considerations with the children's need to be active
- Prior to date of hire and throughout employment: valid Oregon Commercial Driver's License with driving record free of any moving violations within the last 3 years, proof of current auto insurance, current enrollment in the OR Child Care Division-Central Background Registry and within 60 days of hire, Pediatric CPR/First Aid certification is required
- Above certifications must be kept current to remain employed
- Access to reliable transportation required

For further details and instructions on how to apply, please visit our Website at [www.neighborimpact.org/jobs](http://www.neighborimpact.org/jobs).

Revised Job Posting – 7/14/20. For a complete job description visit our Website at: <http://www.neighborimpact.org/> and click on the "Work For Us" tab.

NeighborImpact is an Equal Opportunity Employer. Equal employment opportunity includes, but is not limited to, employment, training, promotion, demotion, transfer, leaves of absence, and termination. All applications will be considered only on the basis of the applicant's knowledge, skills, and ability to perform the essential functions of the position, with or without reasonable accommodation. It is our established policy to provide equal employment opportunities to all qualified persons without regard to race, color, religion, sex, pregnancy, gender, sexual orientation, age, national origin, physical or mental disability, military or veteran status, genetic information, citizenship status, or any other protected classification, in accordance with applicable federal, state, and local laws.