

NEIGHBORIMPACT

JOB DESCRIPTION

Job Title: Substitute Center Aide / Bus Monitor, Head Start

Reports To: Regional Coordinator

I. Job Summary:

Assist the Center Team and teacher and cooperate in a supportive role carrying out developmentally appropriate activities. Promote the health, nutrition and education of the children and to attend to their safety and welfare. Provide safe bus transportation for Head Start children as assigned. Cover front desk duties in Bend and Redmond on an on call basis. Supervised by the assigned Regional Coordinator, with daily tasks assigned by the classroom Teacher.

II. Duties, Tasks, and Responsibilities:

- Manage small groups of children in a positive and appropriate manner
- Communicate with center staff daily regarding child behavior, skill development, progress and concerns; document child observations
- Interact positively and professionally with and encourage parents and community volunteers
- Assist with maintaining 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
- Assist with completion of Daily, Weekly and Monthly Indoor and Outdoor Health and Safety checklists
- Assist children with daily self-help skills, including toileting and diapering consistent with program policies and procedures
- Communicate child and family information to center team along with completing documentation
- Supervise and monitor children at all times
- Work cooperatively with the team to ensure that no child/children is/are left alone
- Work cooperatively with the team to maintain correct teacher-child ratios
- Cover front desk duties in Bend and Redmond on an on call basis.

Meal Service

- Work cooperatively with the team to complete food preparation, table setting, dishwashing and clean up in the kitchen and classroom using approved sanitation methods
- Work cooperatively with the team when cleaning the kitchen and equipment using approved sanitation methods
- Work cooperatively with the team when storing food, food service equipment and supplies in an orderly fashion using approved sanitation methods
- Maintain all CACFP documentation
- Prepare CACFP documentation for monthly reporting

Bus Monitoring

- Monitor children on the Head Start bus, as assigned, a minimum of once daily
- Assist bus driver in maintaining safety on the bus
- Ensure that all child passengers are in appropriate safety restraint systems
- Ensure safety of children during boarding and exiting the bus

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- Prepare for and assist with emergency evacuations
- Handle emergency situations calmly and quickly
- Plan and implement a positive educational environment for children on the bus
- Complete internal check at the end of each bus route

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

- 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
- Visual ability or corrected vision to oversee the operations of a classroom
- 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, dependable and flexible
- Ability to use a variety of computer programs including but not limited to Microsoft Word and Outlook
- Ability to follow Head Start program “Standards of Conduct” and NeighborImpact “Employee Handbook Section C: Employee Conduct”

IV. **Qualifications:**

- 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 occasionally requires the individual to lift 50 pounds
- 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 and throughout employment, certification of the following are required:
 - Reliable transportation to attend infrequent off-site meetings
 - Proof of current auto insurance. (If applicable)
 - Food Handler’s Card
 - Current enrollment in the OR Child Care Division-Criminal History Registry
- 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

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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**
- In accordance with Federal law and U.S. Department of Agriculture policy, NeighborImpact is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call, toll free, (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer

VI. Signatures:

Employee Print Name: _____ Date: _____

Employee Signature: _____ Date: _____