

CLINCH VALLEY COMMUNITY ACTION, INC.
HEAD START
JOB DESCRIPTION

POSITION: Center Aide/Bus Driver/Family Service Advocate
JOB CLASSIFICATION: Non-Exempt, Full-time (10 months)
RATE OF PAY: \$9.81 hr. - \$12.08 hr.
SUPERVISED BY: Teacher
SUPERVISES: No One

GENERAL RESPONSIBILITIES

The Center Aide/Bus Driver/Family Service Advocate is responsible for providing support to classroom staff, working with families, and/or conducting bus routes in a way that ensures safety and exemplifies the Head Start goals of providing children with educational experiences that help them grow mentally, socially, emotionally, and physically. S/He works with all service area and classroom staff to ensure successful, nurturing experiences for children in the Center, while recognizing the parents as the most important influences in the lives of their children. This individual is responsible for building strong, nurturing relationships with the families of enrolled children to identify barriers to self-sufficiency. Using the Family Partnership Agreement, this individual assists families set goals to ensure independence from public assistance. S/He facilitates the use of resources and serves as a source of support. S/He is responsible for recruiting children to the program. This position requires regular attendance and punctuality as an essential part of the job function.

SPECIFIC RESPONSIBILITIES

1. Implements activities that meet the social, emotional, physical, and educational needs of the children in the classroom.
 - a. Works directly with children in developing cognitive and social skills;
 - b. Aides the classroom Staff and Volunteers as needed;
 - c. Complies with program plan, policies and procedures, Day Care Licensure, USDA guidelines, assessments and monitoring regulations;
 - d. Uses positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse or humiliation. Will not employ methods of discipline that involves isolation, the use of food as punishment or reward, or the denial of basic needs, and
 - e. Performs any other duties deemed necessary by the Education/Disabilities Coordinator, Head Start Director and Executive Director.
2. Practices safety in the classroom, on the playground, bus and other locations where children will attend.
 - a. Follows all safety rules and practices.
3. Works to continue education by attending classes, meetings, workshops, and conferences related to Head Start and early childhood education in accordance with staff development plan.
 - a. Develops professional development goals with supervisor annually (Professional Development Plan);
 - b. Participates in classes, workshops, meetings, and conferences that move toward meeting professional development goals, as requested or assigned;
 - c. Attends staff meetings as needed;
 - d. Attends Agency or program training, which may be out-of-town and/or overnight travel; and
 - e. Enrolls in college classes upon request.

4. Works with all staff and parents to maintain a quality program.
 - a. Works an hourly schedule as needed to provide center coverage;
 - b. Works to help Center meet monthly in-kind goal;
 - c. Submits written referrals to supervisor, as needed;
 - d. Calls supervisor one hour prior to Center opening, or earlier if possible, when unable to report to work (tardiness, sickness, and emergencies);
 - e. Completes assigned duties as scheduled (meets deadlines);
 - f. Reports cases of suspected child abuse or neglect immediately to proper supervisory staff and Department of Social Services;
 - g. Engages parents to complete Family Partnership Agreements, including follow-up;
 - h. Schedules referrals and contacts with appropriate agencies;
 - i. Conducts health screenings and submit results to Health and Safety Coordinator;
 - j. Assists center-based families in seeking employment, job training, and educational opportunities;
 - k. Maintains parent board with all job postings and other community opportunities;
 - l. Plans and attends parent meetings;
 - m. Keeps all appropriate records and documentation and prepares monthly reports to Partnerships/ERSEA Coordinator;
 - n. Implements all family and community engagement goals; and
 - o. Adheres to all policies/procedures as outlined in the CVCA Policy/Procedures Manual, and the Head Start Policy Manual.

5. Administers first aid in the absence of a medical professional.
 - a. Maintains a current Red Cross First Aid Card; and
 - b. Maintains a current Red Cross CPR Certification Card.

6. Enters data and completes all reports as required/needed.
 - a. Completes and submits accurate reports to appropriate supervisors reports, i.e. monthly, quarterly, annually, and as requested; and
 - b. Compiles and enters database information as requested.

7. Ensures that children who ride buses are transported to and from the classroom safely by staff.
 - a. Ensures that staff, including the Teacher, who are transporting children are qualified/trained;
 - b. Ensures that staff and other volunteers who serve as bus monitors has the required training prior to serving in such role;
 - c. Makes sure each child is properly belted in a seat belt or car seat;
 - d. Completes all pre-trip inspections including accurately completing all transportation paperwork;
 - e. Makes sure children are safely transferred to and from an adult or person responsible for receiving them;
 - f. Returns children to the Center at the end of the route if no one is there to receive them;
 - g. Reports to the program supervisor when problems arise with transportation;
 - h. Refuels the bus as needed;
 - i. Reports bus repairs and cleaning supply needs to Head Start Director, as needed;
 - j. Reports any bus accident immediately to Head Start Director and
 - k. Conducts or participates in emergency evacuation procedure drills as mandated.

8. Performs other job-related tasks upon request.

QUALIFICATIONS

Staff who work directly with families on the family partnership process hired after November 7, 2016, have within eighteen months of hire, at a minimum, a credential or certification in social work, human

services, family services, counseling or a related field. Prefer experience (day care, parenting, working with pre-school children in camp, church settings, or other) working with pre-school children. Must demonstrate competency to provide effective and nurturing teacher-child interactions, plan and implement learning experiences that ensure effective curriculum implementation and use of assessment and promote children's progress across the standards described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five and applicable state early learning and development standards, including for children with disabilities and dual language learners, as appropriate. Must be proficient in oral and written skills; Good computer skills. Must be willing to maintain a flexible schedule; Must be able to maintain confidentiality; Must have ability to work with other resource agencies, staff, and families; Must be familiar with the ethnic background, be able to communicate in the language of families in the program and be able to serve and effectively communicate, to the extent feasible, with children and families with limited English proficiency; Must become certified in First Aid and CPR. Must be willing to attend any local or out-of-town overnight training determined necessary by the immediate supervisor, Program Director, or Executive Director.

WORKING CONDITIONS

1. Possible exposure to blood and bodily fluids or tissues;
2. Possible exposure to communicable diseases;
4. A moderate amount of driving is required;
5. Must be able enter and exit a vehicle without assistance, and withstand exposure to adverse weather conditions;
5. This position may require constant or extensive standing, walking, bending, stooping, speaking, hearing, reaching, lifting, and seeing; and
6. Must be able to lift and carry up to 50 lbs.

ADDITIONAL REQUIREMENTS

Anyone hired in this position after November 7, 2016, the candidate must be interviewed, have references verified, have a sex offender registry check and obtain one of the following: (i) criminal history records, including fingerprint check; or (ii) Federal Bureau of Investigation criminal history records, including fingerprint checks. A program has 90 days after an employee is hired to complete the background check process by obtaining: (i) Whichever check listed above was not obtained prior to the date of hire; and (ii) Child abuse and neglect state registry check, if available. A pre-employment drug/alcohol test and a Sworn Disclosure statement will be completed. After initial hire, must submit to Child Protective Services check, DMV check, TB Screening or PPD, and health examination. Must have first-aid certification and CPR certifications or be willing to obtain certifications. Must have reliable transportation, valid driver's license with satisfactory driving record, provide proof of automobile liability insurance, and be willing to use personal automobile for work purposes; Must submit to random, and if applicable, post-accident and reasonable suspicion drug/alcohol tests. Within sixty (60) days of hire, must obtain a CDL learner's permit and within ninety (90) days secure the CDL license.

I understand and agree that in the performance of my duties as an employee of Clinch Valley Community Action I must hold all information regarding children, families, volunteers and staff in confidence. I understand any violation of the confidential information may result in disciplinary action up to, and including, termination.

I have read, fully understand, signed, and agree to comply with the responsibilities set forth in this job description.

Signature: _____ Date: _____

AN EQUAL OPPORTUNITY EMPLOYER