

CLINCH VALLEY COMMUNITY ACTION, INC.
HEAD START
JOB DESCRIPTION

POSITION: Center Aide/Bus Driver
JOB CLASSIFICATION: Non-Exempt, Full-time, 10 Months
RATE OF PAY: \$8.82 hr. - \$10.86 hr.
SUPERVISED BY: Teacher
SUPERVISES: No One

GENERAL RESPONSIBILITIES

The Center Aide/Bus Driver is responsible for providing support to classroom staff and/or conducts bus route 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. The Center Aide/Bus Driver 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 position requires regular attendance and punctuality as an essential part of the job function. Works toward ROMA goals.

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 Teacher, Teacher's Aide Family Service Advocate, Cook, Volunteers as needed;
 - c. 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;
 - d. Complies with program plan, policies and procedures, Day Care Licensure, USDA guidelines, assessments and monitoring regulations; and
 - e. Performs any other duties deemed necessary by the Education/Disabilities Coordinator, Start Director and/or 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; and
 - g. 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. Completes all reports as required.
 - a. Completes and submits accurate reports to appropriate supervisors' reports, i.e. monthly, quarterly, annually, and 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

Must have a high school diploma or GED. Prefer one year experience in working with pre-school children; Must be proficient in oral and written skills; Must have knowledge of Head Start state and federal regulations governing the transportation of preschool children; 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. Be able to maintain a flexible schedule; Must be able to maintain confidentiality; Must have a valid CDL learner's license at the time of the interview and within 60 days of employment secure a CDL driver's license with proper endorsements; Must be willing to attend overnight or out-of-town travel.

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;

- 6. Requires constant or extensive standing, walking, bending, stooping, speaking, hearing, reaching, lifting, and seeing; and
- 7. 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.

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