

CLINCH VALLEY COMMUNITY ACTION, INC.
HEAD START
JOB DESCRIPTION

POSITION: Teacher's Aide/Bus Driver
JOB CLASSIFICATION: Non-Exempt, Full-time (10 months)
RATE OF PAY: \$9.88 hr. - \$12.16 hr. with Associate's Degree
Teacher's Aide with CDA \$9.49 hr. - \$11.68 hr.
\$8.99 hr. - \$11.06 hr. without Associate's Degree (but is enrolled
in a CDA program and will secure a minimum of a CDA within two
years of hire)
SUPERVISED BY: Teacher
SUPERVISES: No One

GENERAL RESPONSIBILITIES

The Head Start Teacher's Aide/Bus Driver is responsible for assisting the Teacher in conducting a classroom in a way that exemplifies the Head Start goals of providing children with educational experiences that help them grow intellectually, mentally, socially, emotionally, and physically. This individual 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. Ensures that children are safely transported to and from classroom and other events. This position requires regular attendance and punctuality as an essential part of the job function. Works toward ROMA goals.

SPECIFIC RESPONSIBILITIES

1. Helps to plan and implement activities that meet the social, emotional, physical, and educational needs of the children in the classroom.
 - a. Helps Cook to plan and implement at least two food experiences monthly;
 - b. Helps to conduct developmental screenings and use the results to individualize educational programming for each child;
 - c. Helps to schedule and make two home visits per child per year;
 - d. Helps to schedule and implement two parent/teacher conferences per child per year;
 - e. Helps to initiate appropriate teacher/child interactions based on the philosophy of the Classroom Assessment Scoring System (CLASS) tool;
 - f. Assists in implementing school readiness goals;
 - g. Assists in completing daily health checks on all children;
 - h. If MAT trained, administers medication log when needed and makes sure procedures are followed when administering medications;
 - i. Assists in conducting PALS screening for all four year olds and using the results to individualize educational programming for each child;
 - j. 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
 - j. Reviews each child's progress daily.
2. Participates in a team approach in classroom operations.
3. Maintains a working knowledge of all Head Start performance standards, Day Care Licensure, USDA guidelines, assessments and monitoring regulations.
 - a. Based on Head Start performance standards, demonstrates developmentally appropriate practice throughout the center in all interactions with children;

- b. Arranges and maintains a classroom environment conducive to exploration and experimental learning with interest areas labeled, defined, and accessible to children;
 - c. Keeps equipment and materials, safe, clean, and in good condition at all times, both indoors and outdoors;
 - d. Ensures that Day Care licensure regulations and USDA guidelines are followed; and
 - e. Enforces all safety rules and practices.
4. 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;
 - 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;
 - e. Enrolls in college classes upon request; and
 - f. Achieves proper childhood education credentials.
 5. Creates an atmosphere in the center that is welcoming to parents and families.
 - a. Encourages parent participation daily by providing parents with information about how they can be involved;
 - b. Greets parents daily and invites them to participate;
 - c. Fully explains the purpose of and examples for age-appropriate activities to the parents;
 - d. Serves as a positive liaison between parents and administrative staff; and
 - e. Attends parent meetings as assigned.
 6. 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. Helps to maintain all child files in a neat, organized, and complete order;
 - g. Helps to select appropriate materials and supplies for the children;
 - h. Works to incorporate IEP goals in classroom plans whenever applicable;
 - i. Records anecdotal notes;
 - j. Reports cases of suspected child abuse or neglect immediately to the Department of Social Services and to Supervisor; and
 - k. Adheres to all policies/procedures as outlined in the CVCA Policy/Procedures Manual, and the Head Start Policy Manual.
 7. Administers first aid in the absence of a medical professional.
 - a. Maintains a current First Aid Card; and
 - b. Maintains a current CPR Certification Card.
 8. Completes all reports as required.
 - a. Helps to keep client tracking information up to date and accurate; and
 - b. Completes and submits to supervisor accurate reports, i.e. monthly, quarterly, annually, and as requested.
 9. Ensures that children who ride buses are transported to and from the classroom safely by staff.
 - a. Ensures that staff who are transporting children are qualified;
 - b. Ensures that staff and other volunteers who serve as bus monitors receives 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 and thoroughly inspects bus inside and outside;
- i. Drives bus routes or rides as monitor when needed;
- j. Reports bus repairs and cleaning needs to Head Start Director as needed; and
- k. Conducts or participates in emergency evacuation procedure drills as mandated.

10. Performs other job-related tasks upon request.

PROFESSIONAL DEVELOPMENT

Must pursue professional development for position and to correct deficiencies noted in employee evaluation. Must maintain a professional development plan, renewed yearly

QUALIFICATIONS

*Must have a minimum of a CDA credential or a state-awarded certificate that meets or exceeds the requirements for a CDA credential, or are enrolled in a program that will lead to an associate or baccalaureate degree or, are enrolled in a CDA credential program within two years of time of hire. HS Act 648A(3)(B), 45 CFR 1302.91€(3)

*Prefer an Associate's Degree in Early Childhood Education. Prefer experience (day care, parenting, working with pre-school children in camp, church settings, or other) in working with pre-school children;

*Competencies include effective and nurturing teacher-child interactions, curricula implementation and use of assessments, and promotion of children's progress;

*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 be proficient in oral and written communication skills; Must be willing to submit to random, post accident, and reasonable suspicion drug/alcohol tests; Must be willing to learn to care for children with disabilities who may be enrolled in Head Start; Must be willing to maintain a flexible schedule; Must be able to maintain confidentiality; Must become certified in CPR and First Aid; Must have ability to work with other resource agencies, staff, and families; 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 high amount of driving is required;
5. This position may require constant or extensive standing, walking, bending, stooping, speaking, hearing, reaching, lifting, and seeing;
6. Must be able to lift and carry up to 50 lbs.

ADDITIONAL REQUIREMENTS

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