



Head Start & Early Learning Programs Job Description

Position: Teacher Assistant Bus Monitor
Hours: As Assigned
Location: As Assigned
Status: Non-Exempt
Supervisor: Lead Teacher

Position Summary:

Work with Educators to implement daily curriculum and maintain health and safety practices in educational and bus settings, according to Head Start, Department of Early Education and Care (EEC), and National Association for the Education of Young Children (NAEYC) regulations. Work with educators, parents, and community to implement individualized School Readiness goals.

Essential Qualifications:

18 years of age; High School Diploma or GED. Assistant must have 6-12 months of ECE related experience. Must be enrolled in Child Development Associate (CDA) or ECE (related) degree program. CDA must be completed within 2 years of hire date; or if selected alternatively, Associates Degree must be completed within 5 years of hire date.

Essential Responsibilities:

- Demonstrate a commitment to quality early care and education programs and sensitivity to the needs of culturally diverse families with lower incomes.
- Produce documentation of physical exam, MMR's and TB risk upon hire and subsequently every two years. Obtain and maintain CPR and Emergency Pediatric First Aid certification according to EEC regulations.
- Become knowledgeable of and practice the Head Start Performance Standards, EEC Regulations, HS & ELP Service Delivery, and NAEYC criterion, as appropriate.
- Demonstrate basic computer skills, including competent use of program data system..
- Ensure the appropriate supervision of children, including implementation of HS & ELP protocols for the care of young children.
- Engage with families and specialists in implementing school readiness goals for children.
- Perform on-site meal preparation and clean up, maintaining health and safety standards.
- In coordination with teaching team, maintain safe and healthy indoor and outdoor environments for young children.
- Complete daily passenger logs, pre and post bus trip inspections as required by EEC regulations.
- Maintain positive working relationship with bus drivers and open communication with staff during drop off and pick up.
- Cover for other classrooms as needed.
- Provide child care for site Family Meetings, as required.
- Attend all appropriate program workshops and meetings.
- Adhere to agency confidentiality policies.
- Maintain good in-house relationships with all other staff members.

Physical Demands and Work Environment:

The physical demands and work environment described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to sit, stand, walk, talk, use a keyboard and climb stairs. The employee must occasionally lift and/or move up to 50 pounds. The employee must have the ability to drive a personal vehicle and program vehicles, as needed. Must be able to engage in activities that include bending, floor activities, and lifting young children 2 months to 5 years of age. The employee must have the ability to drive a personal vehicle and program vehicles, as needed. The noise level in the classroom and on the bus is lively. The work environment is primarily indoors or on the bus, with daily exposure to outdoor weather.

This list of responsibilities is not meant to be all-inclusive and may be adjusted to meet the operational needs of the agency. Employment is contingent upon the following: a satisfactory Background Record Check (BRC) which includes Criminal Offender Record (C.O.R.I.), Department of Children and Families (DCF) background check and effective September 1, 2013 a Sex Offender Registry Information (SORI) and fingerprinting-based national and state criminal history check. BRC and fingerprinting-based national and state criminal history check is to be completed every three years. In addition, employment is contingent on evidence of physical exam within the past year, plus verification of MMRs. Documentation of subsequent physical exams must be submitted exam every 2 years.