

COMMUNITY ACTION OF LARAMIE COUNTY, INC.

Job Title:	Bus Driver Assistant/ Teaching Assistant Floater
Reports To:	Transportation and Facilities Services Coordinator & Education Coordinator
ID:	
Type of Position:	Hours <u> 40 </u> /week Full Time Non-Exempt 9 months

GENERAL DESCRIPTION

General Position Summary:

- The Bus Assistant works in collaboration with the Bus Driver to provide safe and punctual transportation & to supervise children on their bus route.
- This position is to maintain a positive attitude when working with children and their families keeping the focus on safety and a comfortable riding environment.
- Must be able to pass State of WY Division of Criminal Investigation & Department of Family Services Central Registry background checks.
- Must complete/pass First aid and CPR course annually. Must abide by signed Confidentiality and Ethics Statements.
- Assist in preparation of activities and strategies to involve parents in the educational aspects of the program to increase their understanding of child development and enhance their role as the principal influence in their child's education and development.
- Assist teacher with classroom management, and promote children's development and learning through a developmentally appropriate curriculum. Assists in the completion of required classroom paperwork. Use positive guidance strategies to teach, encourage, and redirect inappropriate classroom behavior.
- Instruct students individually and in groups, adapting teaching methods to students' varying needs, culture, and needs.

JOB RESPONSIBILITIES & REQUIREMENTS

Responsibilities

- Responsible for following Child Release Card procedures.
- Provides a positive, safe environment for the passengers, to include a safety check following each bus run, and practice evacuation drills.
- Provides consistent communication with program staff and children's parents.
- Ensures first aid kits, fanny pack, Chronic Infectious Disease Kit, Emergency Roster are kept up to date.
- Addresses emergency situations in a timely, effective manner and in accordance with operating procedures; reports delays or accidents.
- Keep daily attendance records, bus roster, chronological flow charts and emergency information up to date.
- Instruct students individually and in groups, adapting to meet students' varying needs, culture, and interests.
- Performs, documents, and reports Pre/Post Trip inspections, closing procedures and maintenance according to schedules.

General Responsibilities

- Responsible for submitting a monthly report to supervisor.
- Perform other job related tasks as required and assigned.
 Works jointly with program staff to implement program systems.

EDUCATION & EXPERIENCE

- A minimum of a Child Development Associate (CDA) is required or must be willing to complete within one year of employment
- Previous experience in working with children between the ages of 3-5 years in a school or child care setting is preferred
- College course work in Early Childhood Education or development is a plus
- Experience/knowledge of or willing to get training for working with pre-natal to 3 year olds
- Ability to speak Spanish is a plus but not required

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KNOWLEDGE & SKILLS

- Ability to communicate the principles, philosophy and practices of Head Start and advocate for the program
- Knowledge of child development and health, disabilities, safety, nutrition, multiculturalism, adult education and family dynamics
- Ability to use a computer to collect, record, retrieve data and prepare reports
- Ability to organize and prioritize daily work load and schedules
- Experience in human services setting including working with low-income children and families of diverse background
- Principles and practice of case management and crisis intervention programs
- Recommend and implement goals, objectives, and practices for providing effective and efficient services
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Possess an understanding of Head Start Performance Standards, Head Start Act, local, state and federal rules and regulations.
- Has knowledge of effective relationship-building practices, and understands families are vital to children’s development and learning.
- Uses different program data sources to inform and work with parents and expectant families.
- Identifies and reflects on personal values, experiences, ethics, and biases (e.g. gender, racial, ethnic, cultural, or class) in order to become self-aware and more effective in working with different groups of people.
- Understands the value of reflective supervision for personal and professional growth. Effectively utilizes supervisory feedback, educational opportunities, and technical assistance resources to improve individual skills and knowledge.
- Understands the proper steps to ensure family and child safety, when safety is threatened.
- Has an extensive knowledge of community resources for families (e.g. health, mental health, nutrition, education) and understands how to match community and program resources to family interests and needs.
- Can communicate with families and educate parents, staff and community about the importance of health, mental health, and child development services for children’s ongoing learning and development.

PHYSICAL & ENVIRONMENTAL REQUIREMENTS

- Must possess stamina remain seated for extended periods.
 - Must occasionally lift and/or move up to 50 pounds.
 - Ability to stand, walk, climb or balance, stoop, kneel, crouch, or crawl.
 - Must be able to occasionally tolerate exposure to outside weather conditions.
 - Must be able to tolerate diverse environmental workspaces.
 - Must comprehend and interpret written reports of a technical nature.
 - Must operate a computer, telephone, keyboard and other office equipment.
 - Must be able and willing to drive in a variety of weather conditions.
- Must be able to adapt quickly to changing demands, stressful situations, and multiple priorities.

OTHER REQUIREMENTS

- Responsible for a safe, healthy learning environment by following all health, safety, and sanitation rules.
- Responsible for ensuring that children are supervised and ratios are followed at all times.
- Maintains a positive attitude when working with children and their families, keeping the focus on safety and a comfortable learning environment.
- Professional demeanor, attendance/punctuality, appearance and hygiene.
- Ability to negotiate effectively and utilize conflict resolution skills
- Must possess strong intrapersonal, verbal and written skills, and customer service skills.

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<ul style="list-style-type: none"> - Occasional evening and weekend work hours; ability to travel to include extended days and overnight stays. - Must complete/pass First Aid and CPR course annually. - Must design and progress in a professional development plan. - Must complete TB test prior to hire and Physical within 90 days of hire, and complete each annually thereafter. - Must abide by signed Confidentiality and Ethics Statements. - Must assure that program goals are met. - Must perform duties with minimal supervision. - Must comply with CALC Personnel Policies, Head Start Program Performance Standards, the Head Start Act, local, State, and Federal rules and regulations. - Must participate in meetings and trainings (including mandatory training periods). Must maintain a valid driver's license and be insurable by CALC insurance provider. 	
ADMINISTRATIVE APPROVAL	
APPROVED BY	<i>Date</i>
BOARD APPROVAL	
APPROVED BY	<i>Date</i>