**Ohio Valley Opportunities**

**Job Description**

**Job Title:** Teacher Assistant/Bus Driver

**Department:** Head Start

**Reports To:** Center Director

**FLSA Status:** Class III Non exempt

**Prepared By:** Pat Speer

**Prepared Date:** 08/17/12

**Approved By:** Melanie Smith

**Approved Date:** 08/23/2012

**SUMMARY**

Safely transports children and possibly parents over specified routes to local or distant points according to time schedules. Assists in the instructing of children in activities designed to promote social, physical, and intellectual growth to reach School Readiness Goals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Serve as the bus driver for assigned classes

Perform pre and post bus inspections every day that transportation is provided; conduct monthly safety drills

Transport children for special events, field trips, and as needed to promote children’s full participation in the program

Drive staff and/or parents to training, staff meetings, parent meetings and Policy Council meetings, as needed

Clean bus on a regular basis, both inside and out

Must be flexible and willing to adjust work hours as deemed necessary to accommodate families, program activities and/or training

Assist with completing developmental screenings and regularly assess children's needs, interests, learning styles and abilities in order to plan meaningful learning experiences

Assist the Teacher in utilizing the Family Conference Forms three times per year to jointly develop a plan for continued improvement with each child's family and to emphasize the child's growth and successes

Assist teacher in conducting a minimum of two education home visits and two parent teacher conferences per child each year

Integrate the learning of appropriate skills, concepts, and knowledge based upon sound early childhood philosophy, Developmentally Appropriate Practice, and the required Head Start Domains to guide lesson planning, learning centers and individualization for children.

Help ensure that all children progress toward the required School Readiness Goals

Help create classroom communities where children learn to work together, solve problems, develop independence, practice self-care and develop responsibility

Help assess the child's growth daily through collecting observation notes, gathering work samples, and planning activities that meet their needs

Provide required reports/paperwork to the appropriate coordinator and/or Center Director as indicated through the Policy and Procedure manual

Support and/or participate in the mentor/protégé program to provide encouragement and staff development

Get down on the child’s level, take time to listen and respond to both individual and group needs

Eat with the children in a modified family style, while promoting and modeling good nutrition habits

Attend and actively participate in training, specialized workshops and regularly scheduled local and out of town staff meetings as required by the supervisor, agency and funding source

Support parent engagement activities that promote the program’s School Readiness Goals and parent, family and community engagement goals

Assist with daily classroom activities as determined by the Teaching Team (i.e. tooth brushing, bathroom, outdoor play, filling backpacks, etc.)

Help the children know and accept themselves, and develop a sense of independence and high self-esteem

Help children learn to get along with others and encourage feeling of empathy and mutual respect among children and adults

Work in collaboration with other Staff to help maintain full and consistent enrollment and average daily attendance requirements

Actively participate in a Teaching Team consisting of a Teacher, Teacher Assistant/Transportation Monitor and a Teacher Aide Bus Driver

Provide a good role model for young children-physically, mentally, emotionally, and socially

Display a positive attitude in classroom management, using a calm, quiet voice for directing and redirecting children’s activities

Help train substitutes and volunteers

Assist with maintaining child and family records at the Center level

Cooperates with all Staff in a professional manner, including timely completion of appropriate paperwork

Adheres to all O.V.O. Personnel Policies, Head Start Performance Standards and the Written Plan

Assist with providing break time to the Teacher and Teacher Assistant/Transportation Monitor as required by the supervisor

Assists with cleaning duties as determined by the Teaching Team

Responsible for the safety of all children while in programming

Communicate well with families through verbal, written, and person to person contact and document contact activities as appropriate

Maintain an open, friendly, and informative relationship with each family that encourages their participation and is culturally sensitive to individual ethnicities

Cooperate with the Family Support Specialist to provide support to families involved in the Family Partnership Agreement Process as needed

All other duties as assigned by the supervisor

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must have a valid CDL and maintain throughout employment.

Must pass the physical exam for CDL drivers biannually

Must be able to pass initial drug test and ongoing random drug testing

Must be free from TB and provide negative skin test, lung x-ray, or equivalent annually

Must pass a State criminal history background check and CPS checks

**EDUCATION and/or EXPERIENCE**

High school diploma or GED and:

* Have a current CDA
* or be in the active process of obtaining a CDA credential to be completed within 2 years or
* be enrolled in a program leading to an associate or bachelor degree in early childhood education

Prefer one year experience in a classroom setting; related experience working with children or in an educational or social service setting may be considered in lieu of classroom experience

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization

**MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must maintain CDL throughout employment

Must be able to be certified in CPR, First Aid and Universal Precautions and maintain certification throughout employment

Must meet all Head Start program requirements necessary to obtain insurance coverage through the vehicle policy carrier

**PHYSICAL DEMANDS**

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch, or crawl and talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle or feel, and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.

The noise level in the work environment is usually moderate to loud.

The physical location for this position: Center Location as assigned

Some out of town travel is required for training and staff meetings

**ACCEPTANCE**

I have read and understand the above qualifications and agree to abide by all OVO policies and procedures.

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Employee Signature Date

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Supervisor Signature Date