

UMATILLA-MORROW HEAD START, INC.

POSITION DESCRIPTION

TEACHER ASSISTANT/BUS MONITOR	
Supervisor: Teacher, Team Leader	Subordinates: None
Classification: Specialist III	Exempt Status: Non-exempt
Terms of Employment: Seasonal	

Job Goal: To work cooperatively with staff, parents, and volunteers to carry out the responsibilities and duties of the HS programs in order to meet the cognitive, emotional, social, and physical needs of Head Start children and families. To assist in providing safe transportation for children and parents

Essential Responsibilities:

1. Teacher Assistant Responsibilities:

1. *Assist Teacher in preparing, implementing, and evaluating daily classroom activities.
2. Assist Teacher in ensuring that children are taught and supervised in a consistent manner.
3. Assist Teacher and parents in providing for daily needs and routines.
4. *Assist the Teacher and parents in maintaining a safe and healthy environment. Share the responsibility of maintaining orderliness and cleanliness in the classroom to include but not limited to janitorial duties as assigned by teacher such as: sterilization of toys, sweeping and mopping of floors in bathroom and classrooms, cleaning and sterilizing of toilet and sinks.
5. Assist in involving parents and children in the preparation of nutritious foods and cleanup at meal time.
6. *Assist with daily personal hygiene of the children such as diapering, feeding, tooth brushing, toileting, hand-washing, and resting.
7. Share the responsibility of providing appropriate care for children with disabilities.
8. Encourage parents to attend monthly Center Day.
9. *Take responsibility for the children when the Teacher is not present.
10. When required attend Center Day activities.
11. Provide input to teacher for Parent/Staff Conferences, Comprehensive Staffings and Monthly Individual Child Goal tracking.
12. Utilize the teacher, other staff, and resource library for technical assistance.
13. *Maintain positive communication with parents.

2. Bus Monitor Responsibilities

1. Ensure that all child restraints are properly installed on the bus.
2. *Ensure safety restraints are fastened and kept fastened during route.
3. *Assist with boarding and exiting the bus.
4. *Assist with monthly evacuation drills and in the event of an emergency.
5. *Assist driver in ensuring that children are taught and supervised in a consistent

manner on the bus.

6. *Assist with post trip of bus to ensure all students have departed from bus
7. Assist with the delivery of take home materials.

Qualifications:

1. High school education or equivalent. One year experience in a preschool related program and Early Childhood Development (Head Start).
2. Be willing to enroll in a CDA program or education program leading to an Associate Degree.
3. Current First Aid/CPR card.
4. Current physical examination and TB screen documentation upon hire.
5. Adequate means of transportation
6. Head Start experience (preferred)
7. Community service experience (preferred)
8. Preschool/Child Development experience/Head Start (preferred)
9. Multi-cultural experience (preferred)

General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions and workshops as assigned.
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency.
3. Maintain congenial and respectful relations with staff, children, families and community.
4. *Keep current and accurate records.
5. *Maintain confidentiality in regards to staff and family information.
6. Maintain objectives and professional standards.
7. Improve self-skills and education.
8. *Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
9. Perform any other work-related duties as requested by your supervisor.
10. *Be present at work in order to provide consistency of services.
11. Be a contributory team member in a positive/productive manner.
12. *Demonstrate commitment to mission, values, and policies in the performance of daily duties.

Other Requirements:

1. Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings.
2. Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards.
3. Comprehend, analyze, and make inferences and references from written material.
4. Fluent in English both verbally and written.
5. Perform physical inventory of equipment and/or supplies.
6. Work with children requiring the ability to walk or run quickly, kneel or sit on floor, bend, and lift, walk over rough or uneven ground, exposure to weather etc.
7. Lift and move heavy and/or bulky objects or children weighing up to 50 lbs.
8. Maintain the safety of the environment and children through visual, auditory and smelling senses.
9. Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar.

10. Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements.
11. Set up a classroom which requires moving of tables, chairs, shelves etc.
12. Sit in a child-sized chair.
13. Instructs others in a classroom setting.
14. Perform occasional cleaning of classroom, which may require the use of broom, mop, and carpet sweeper, cleaning fluids and sanitizing agents.

Umatilla-Morrow Head Start, Inc.

Is

An Equal Opportunity Employer