

Wabash Area Development, Inc.
Job Description

Job Title: Bus Monitor/Classroom Aide
Department: Head Start / Early Head Start
Reports to: Harrisburg location – Transportation Safety Supervisor
Albion/McLeansboro location – Center Supervisor
Grade Level: Grade III
Prepared by: HS/EHS Director
Prepared date: 06/09/2020
Approved by: Executive Director
Approved date: 10/6/20

Summary: Provide safe transportation of Head Start children back and forth to centers and designated meeting points. Assists Lead Teacher and Center Teacher in the classroom setting. Works with center staff to ensure center is cleaned, sanitized, and prepared for following school day. Works toward compliance in all facets of Head Start program performance standards and DCFS regulations.

Essential Duties and Responsibilities include the following:

Coordinate with Lead Teacher and Center Teacher on all classroom duties and **assume some of the daily duties of Center Teacher in their absence.**

Collaborate with all classroom staff and supervisor to maintain consistency and cooperation with the classroom team.

Supervise and monitor children at all times.

Attend staff meetings and in-service training as requested by supervisor, including any meetings called by County Manager as required throughout the year.

Work with classroom staff to completing daily USDA requirements.

Maintain confidentiality regarding child, family, staff, and/or agency matters.

Document contact/concerns about center families including absences on service logs and inform appropriate staff.

Learning and using the components of “Conscious Discipline” management too for bus and classroom.

Assist with recruitment of children into Head Start, coordinates and participates in all related functions.

Accepts and performs other work as assigned.

Staying current on Gateways to Opportunity.

Respect the diverse values and cultures of the families served.

Assure that children are safely transported while in the care of WADI Head Start.

Drives agency vehicles for transportation as needed. Assist families with scheduling public transportation as needed.

Complete annual transportation training to assure safe practices when transporting children.

Reports any concerns with the families to the Center Supervisor and Health Staff.

Deliver necessary notes or messages to caregivers when dropping off children.

Assure that all children are released with appropriate persons provided by caregiver/guardian.

Completes the appropriate paperwork and submits to the supervisor.

Assists with any health clinic days as needed. Is knowledgeable of specific or in general health needs of children and families.

Assure that caregiver/guardian signs the bus monitor form when releasing a child.

Serve as a bus monitor as assigned or as needed for day to day operation of services.

Document contact/concerns with families in service logs and inform Center Supervisor.

Invite parents to volunteer on bus routes and document that proper training was provided to them.

Provide Transportation Staff and Center Supervisor with daily updates should changes occur in weekly schedule.

Any other duties as assigned to ensure the safety and well-being of children in the classroom and during transportation and/or to assist with coordination of Rides Mass Transit District services.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Competencies: To perform the job successfully, an individual should demonstrate the following and understand the dynamics of a successful business.

Analytical: Collects and researches data; uses intuition and experience to compliment data.

Design: Generates creative solutions; Demonstrates attention to detail.

Problem Solving: Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving solutions; Uses reason even when dealing with emotional topics.

Technical Skills: Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service: Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal skills: Focuses on solving conflict, not blaming; Maintains confidentiality; Remains open to others' ideas and tries new things; Keeps emotions under control; Listens to others without interrupting; Respects others' time and space.

Oral communication: Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.

Written communication: Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork: Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interest; Supports everyone's effort to succeed.

Quality Management: Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

Organizational Support: Follows policies and procedures; Completes paperwork correctly and on time; Supports organization's goals and values.

Cost Consciousness: Works within approved budget; Develops and implements cost saving measures; Conserve organizational resources.

Diversity: Shows respect and sensitivity for culture differences.

Planning/Organizing: Prioritizes and plan work activities; Uses time efficiently.

Professionalism: Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for their own actions; Follows through on commitments; Understands the dynamics of the operation of a successful business.

Ethics: Treats people with respect; Keeps commitments; Inspires trust of others; Works with integrity and ethically; Upholds organizational values.

Safety and Security: Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality: Is consistently at work and on time; arrives at meetings and appointments on time; Ensures work responsibilities are covered when absent.

Dependability: Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Quantity: Completes work in a timely manner; Always willing to help others when feasible.

Adaptability: Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Individual must be at least 18 years old. The individual must have a High school diploma or general education degree (GED). Salary based on salary schedule, education, & 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 calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

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.

Computer Skills: To perform this job successfully, an individual should have knowledge of Microsoft Excel spreadsheet software and Microsoft Word processing software.

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 sit, walk, use hands to finger, handle, feel, reach with hands and arms, taste, smell, talk, and hear. The employee is occasionally required to stand, climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds, over 50 pounds require a two man lift. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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 regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Staff Signature

Date

Supervisor's Signature

Date