

## Community Service Programs of West Alabama, Inc.

### Job Description

<b><u>Job Title:</u></b>	Substitute Bus Monitor
<b><u>Division/Department:</u></b>	Head Start
<b><u>Reporting Relationship:</u></b>	Center Manager
<b><u>Exemption Status:</u></b>	Temporary, Part-Time, As-needed, Non-Exempt, Non-Safety-Sensitive
<b><u>Grade/Salary:</u></b>	\$7.25 per hour

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### **Summary of Duties and Responsibilities**

The Substitute Bus Monitor for Head Start is responsible to the Center Manager for the safety and well being of each child while on the bus and transitioning into the school in accordance with state standards and agency policies. Recruits eligible Head Start and Early Head Start children.

#### **Essential Duties:** *(other duties may be assigned by supervisor)*

- Ensure all children remain seated during the entire trip, not under the seats or standing in the aisle.
- Assist children up and down the steps of the bus.
- Maintain checklist and check every seat for any child/children before leaving the bus.
- Ensure that children are released only to an authorized individual.
- Coordinate with Bus Driver to maintain a clean and hygienic environment inside the vehicle.
- Immediately report, verbally or in writing, any incident, accident, or unusual situation that could or did place a child at risk of injury.
- Recruit children for Head Start and Early Head Start.
- Recruit volunteers and in-kind contributions for Head Start and Early Head Start.
- Follow orally communicated directions and instructions regarding work assignments and procedures.
- Follow safety guidelines and maintain a safe working environment.
- Comply with all Head Start, DHR and Agency guidelines, policies and procedures.
- Actively contribute to a positive teamwork environment.

**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.*

**Education and Experience:**

- Possession of a High School Diploma or GED equivalent.
- Experience in working with pre-school age children is desirable.

**Certificates, Licenses, Registrations:**

- Valid Alabama driver's license with liability insurance.
- Serviceable automobile.

**Language Skills:**

- Ability to communicate to diverse populations.
- Ability to follow written and oral instructions.
- Ability to effectively present information to children and families.
- Ability to communicate in large and small group settings.

**Mathematical Skills:**

- Ability to compute simple math such as addition, subtraction, multiplication and division.

**Reasoning Ability:**

- Ability to analyze problems confronted by program participants.
- Ability to define problems and draw valid conclusions.

**Other Skills and Abilities:**

- Ability to work in a constant state of alertness.
- Regular and predictable attendance.
- Ability to develop effective working relationships with staff members and program participants.
- Ability to communicate effectively with the target population.
- Sensitivity to multi-racial and multi-cultural issues.
- Ability to develop working rapport quickly and easily.

**Physical Demands:** *The physical demands listed 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 duties and responsibilities previously mentioned.*

While performing the duties of this job, the employee is routinely required to sit, talk, and hear. The employee is regularly required to stand and walk. Multiple demands from the children and other individuals are frequently required of the employee. The ability to write, read, listen, and speak is required of this employee. The ability to lift pre-school children and fasten in car seat is required. In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, an initial health examination (that includes screening for tuberculosis) and a re-examination every four years will be required of this position.

**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 to perform the essential functions.*

The noise level is variable in the work environment. Work is performed indoors and outdoors. The employee is expected to ride the bus and interact with the children at all times. The employee is expected to use positive methods of child guidance and not engage in corporal punishment, emotional or physical abuse, or humiliation.

**The information contained in the job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned by the supervisor.**

02.05.2015

*Reviewed by Board of Directors 12.03.2015*