

# POSITION DESCRIPTION

<b>Title:</b> <b>Bus/Classroom Assistant</b>	<b>Date Prepared/Reviewed:</b> 11/3/2000, 10/10/02, 12/14/02
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<b>Reports to:</b> Teacher	<b>Supervises:</b>
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**Purpose of your Position:**

To assist with the implementation of a Head Start classroom, and provide supervision during bus routes.

Below are the essential duties of this position. Other duties may be assigned as needed.

**ESSENTIAL DUTIES:**

1. Assists the Teacher in day-to-day classroom planning, preparation, and activities.
2. Assists in the upkeep and maintenance of the classroom equipment, materials and supplies.
3. Assists Teacher in maintaining daily attendance records and monitors absences.
4. Provides input regarding the purchase of supplies, as needed.
5. Provides transportation supervision on the bus and assist the bus driver to ensure appropriate behavior.
6. Sits with children at mealtime and assists with helping them throughout the meal and in maintaining order.
7. Assists with meal set-up and cleanup.
8. Assists in maintaining a clean and safe classroom by picking up/cleaning up messes, cots, toys, books, etc.
9. Assists in educational and enrichment activities such as reading, painting, imaginary play, etc.
10. Participates in relevant training, including staff meetings.
11. Maintains good client-agency relations, acts professionally and positively represents the agency. Maintains client confidentiality.
12. Reports to supervisor any observations that may be a concern, particularly as defined by the SENDCAA Child Abuse/Neglect Plan.
13. Supports team efforts, actively works to generate respect and enthusiasm, cooperates with others, and actively learns from other team members.
14. Takes the initiative to identify problems, uses judgment to find appropriate solutions and follows through on resolving issues in a timely manner.
15. Interacts and communicates with clients and other staff in a professional and appropriate manner and responds to and gives feedback in a respectful and positive manner.
16. Reports to work on time prepared to perform the duties of the position and willing to perform the duties as workload necessitates.

**OTHER DUTIES:**

1. Occasional travel to other sites.
2. Performs other duties as assigned or requested.

<p><b>Education/Training Required:</b></p> <ul style="list-style-type: none"> <li>• High School Diploma</li> <li>• CPR and First Aid certified and annual renewal of CPR and First Aid license within the first 12 months of employment (or audit the CPR course if physically necessary).</li> </ul>	<p><b>Experience and Skills Required:</b></p> <ul style="list-style-type: none"> <li>• 6 months experience working with children</li> <li>• Knowledge of appropriate interaction with young children</li> <li>• Skill and ability to relate to children and parents.</li> <li>• Ability to apply common sense understanding to carry out written or oral instructions.</li> <li>• Ability to communicate effectively, verbally and in writing, with children, parents, and staff.</li> <li>• Ability to interact with others in a professional and appropriate manner.</li> <li>• Ability to work effectively with a diverse group of individuals, including clients and co-workers, and to maintain effective working relationships with SENDCAA clients and staff.</li> <li>• Ability to meet Head Start Performance Standards and regulations</li> <li>• Ability to perform work independently under general direction of supervisor.</li> <li>• Capable of reporting to work on time prepared to perform the duties of the position and willingness to perform duties as workload necessitates.</li> <li>• Ability to carry out the duties of this position while helping to fulfill SENDCAA's mission and while adhering to policies, procedures, and regulations.</li> </ul>
<p><b>Education/Training Preferred:</b></p> <ul style="list-style-type: none"> <li>• Child Development Associate credential</li> </ul>	<p><b>Experience and Skills Preferred:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of developmentally appropriate practices in early childhood education.</li> </ul>
<p>The working conditions and environment and the physical requirements/activities listed below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.</p>	
<p><b>Working Conditions and Environment:</b> While performing the duties of this position, the individual generally has good working conditions. The employee is often exposed to moderate noise from children at play.</p>	
<p><b>Physical Requirements/Activities:</b> While performing the duties of this position, the individual is regularly required to stand, walk, sit, carry, balance, kneel, bend, stoop, crouch, reach with hands and arms, use hands to finger, handle, feel and use equipment/materials, push, pull, lift, twist, grip, and communicate (talk and hear). Intermittently, the employee is required to climb, jump and crawl. Occasionally, the employee is required to exert up to 25 pounds of force and/or less than 25 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Intermittently, the employee is required to exert up to 40 pounds of force to lift, carry, push, pull or otherwise move objects, including the human body. Infrequently, the employee is required to exert up to 50 pounds of force to lift, carry, push, pull or otherwise move objects, including the human body. Specific vision ability required is close vision of 20 inches or less and distance vision of 20 feet or less.</p>	
<p><b>The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all job duties performed by personnel in this position.</b></p> <p><b>I have read and understand the above Position Description:</b></p>	
<p><b>Employee Signature</b></p>	<p><b>Date</b></p>