

ALTA HEAD START JOB DESCRIPTION

POSITION: Bus Aide
DEPARTMENT: Transportation
SUPERVISOR: Transportation Supervisor
STATUS: Non-Exempt
RATE: Commensurate with Alta Salary Scale

JOB SUMMARY:

The Head Start Bus Aide works in collaboration with the Bus Driver to supervise children on their bus route and to ensure the safety of the children while they ride, board, and exit the vehicle. The Bus Aide is also responsible for assisting the driver during emergencies. This position may be required to help in other Aide responsibilities including kitchen and classroom duties.

ESSENTIAL FUNCTIONS:

1. Ensure the safety and well-being of children while going to and from school. Notifies Bus Driver of any safety issues or concerns.
2. Addresses any safety or behavioral concerns of the children during transportation.
3. Lead children in activities while on the bus such as songs, finger games, stories, etc. as learning experiences.
4. Collaborates with Bus Driver and Transportation Supervisor in teaching correct safety procedures for boarding and exiting the bus and the safety zones around the bus.
5. Ensures that each child is correctly and comfortably restrained per agencies procedures.
6. Maintains good communication with classroom staff regarding the children and families on their route.
7. Reports any issues or concerns about families to appropriate Head Start staff.
8. Has knowledge of each bus route including the location of each stop and ensures the correct children enter and exit the bus to the care of an authorized parent/guardian.
9. Familiar with Department of Transportation (DOT) regulations.
10. Assists in the bus evacuation drill on a bi monthly basis, or as assigned.
11. Assists the Bus Driver with pre and post trip vehicle checks and is responsible for the safety checklist of the interior of the bus including maintenance of fire safety supplies and seat belts.
12. All other duties as assigned.

RESPONSIBILITIES/EXPECTATIONS:

- Support Alta principles and adhere to Mission Statement.
- Strong verbal and written communication skills.
- Must maintain a neat and professional appearance at all times.
- Must maintain confidentiality and discretion.
- Must be able to relate to individuals of all ethnic social-economic backgrounds.
- Ability to work independently in and within a group when necessary.
- Must maintain professional interaction with customers, vendors and all levels of the organization.
- Continuously seeking methods of improvement for efficient operations.

Disclaimer: The above statements are intended to provide an understanding of the major duties and responsibilities to be performed by the employee in this role. This job description is not an all-inclusive list of job related tasks and the employee in this role may be expected to perform tasks other than those specifically stated in this description.

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QUALIFICATIONS:

- Must be able to lift fifty (50) pounds.
- Must be able to pass BCI/FBI background check in accordance with ODJFS Licensing regulations.
- Must be able to pass a medical exam in accordance with ODJFS licensing Regulations.
- Must be able to provide documentation of being free from communicable tuberculosis in accordance with Head Start Standards.
- Must be able to meet qualifications as required for Step up To Quality (SUTQ).

PROFESSIONALISM/ATTITUDE

- Maintain professionalism at all times through actions and behaviors.
- Display a friendly and positive attitude towards job duties, parents, children, staff members, and others (i.e. visitors, volunteers, community partners) and willingly perform job duties.
- Must display a positive mood and reflect enjoyment in the performance of job responsibilities and interactions with children, families, staff, volunteers, et al.
- Understand and appropriately respond to the needs of other staff, parents, children, visitors.
- Communicate effectively by using productive comments, pleasant expressions, and welcoming gestures.
- Must be a team player.

EDUCATION/EXPERIENCE:

Minimum of a High School Diploma. Prior Bus Aide/Monitor experience preferred but not required.

SUPERVISORY RESPONSIBILITIES:

NONE

WORK CONDITIONS:

Variable hours of work which may include overtime and weekends and occasional travel. May be asked to fill in at other centers or classrooms as needed for program operations.

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