



Head Start Bus Driver / Paraprofessional

Date: 11/04/2016

Reports to: Site Manager/Site Director

Department: Early Childhood Services

Classification: Full-time

Status: Non-exempt

POSITION SUMMARY:

Transport and provide supervision for children in Head Start program to and from the center daily. Support classroom functions of all center staff to ensure an interesting and secure environment that encourages play, exploration, safety and learning for children participating in the Head Start program. To ensure a secure environment that encourages play and exploration.

ESSENTIAL FUNCTIONS:

- Transport children to and from the centers using the most direct route.
- Obey all traffic regulations, KDOT regulations and SEK-CAP vehicle usage policies always.
- Responsible to develop a schedule for bus monitor of Head Start routes in conjunction with Site Manager.
- Clean and adequately service vehicle daily by using the Trip Inspection Checklist.
- Check fire extinguishers monthly to insure they are at full capacity.
- Keep necessary equipment for emergencies on the vehicle always.
- Report any malfunctions of the bus to the Site Manager and Transportation Coordinator.
- Post a current map of route in the center and mail a copy to the Transportation Coordinator.
- Route map must be updated as changes occur.
- Keep emergency bus packet current always.
- Ensure that when monitors are required that they are seated in the middle of the vehicle.
- Ensure use of seatbelts by everyone before moving bus.
- Distribute notes and communications to parents as directed by center teammates.
- Unload **ALL** passengers on the right side of the road; **NO ONE** should be crossing the road.
- Release children only to authorized individuals listed on form H-21.
- Complete walk through of bus after each route to ensure all children have exited.
- Complete mileage sheet daily.
- Be a positive role model and interact with the children during all scheduled meal times, classroom times, field trips and bus routes.
- Interact with children in ways that facilitate the development of comprehension and expressive language.
- Eat meals with children as assigned.
- Coordinate the route with center teammates.
- Provide transportation to Head Start parents/children to PACT night/ Policy Council and other activities as assigned.
- Follow the daily classroom schedule and allow children the opportunity to make choices in learning experiences.
- Work cooperatively and appropriately with volunteers, professional partners and co-workers.
- Demonstrate realistic expectations about children's attention spans, interest, social abilities, and physical needs.
- Team with center staff to provide an inviting, engaging and responsive learning environment.
- Assist with observations and documentation of each child's progress.
- Float among classrooms to meet supervision requirements for all children.
- Eat meals with children as assigned.

- To work unconventional hours for special events and health related activities.
- Utilize Positive Behavior Support (PBS) strategies to prevent and defuse disruptive behavior.
- Comply with Head Start Performance Standards, Licensing Requirements, and Program Policies.
- Respect and support cultural differences and diverse family structures.
- Demonstrate good work habits such as arriving on time and adhering to appropriate break times.
- Attend mandatory In-Service trainings and staff meetings.
- Responsibility to report any suspected abuse or neglect to appropriate authority.
- Advocate for SEK-CAP, Inc. in the community.
- Maintain and assure confidentiality and privacy of SEK-CAP customers.
- Uphold and promote the core values and mission statement of SEK-CAP.
- Support management decisions both in actions and words.
- Other duties as assigned.

KNOWLEDGE AND EXPERIENCE:

Essential:

- Ability to get along with diverse personalities; tactful, mature, and flexible.
- Ability to meet and deal tactfully with the public and to communicate effectively and clearly both orally and in writing.
- Resourceful and well organized self-starter, needing minimal supervision.
- Ability to establish and maintain positive, effective working relationships with co-workers, community partners, and customers.
- Ability to learn and adapt.
- Basic computer skills on IBM compatible P.C. systems and software.
- Basic operation skills of general office equipment such as photocopiers, faxes, and phone systems.
- Must be able to interact with children, families and co-workers in a optimistic manner.

Desired:

- Previous commercial/passenger driving experience.
- Knowledge of Head Start Performance Standards.
- Knowledge of area resources.

EDUCATION AND QUALIFICATIONS:

- High School diploma or GED is required.
- Must be a minimum of 21 years of age.
- Obtain First Aid and CPR certification within 30 days.
- Successfully complete a physical exam and TB skin test before beginning employment and every three years thereafter.
- Submit to and pass standard criminal history check.
- Submit to and pass standard pre-employment drug screen test.
- Possess current, valid CDL driver's license or obtain CDL classification within 30 days of employment, and meet agency insurance underwriting guidelines.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical demands and work environment 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.

- Use hands to finger, handle, or feel.
- Reach with hands and arms.
- Sit or occasionally stand; walk and stoop, kneel, or crouch.
- Regularly lift and/or move up to 30 pounds.

- Required vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- Occasional exposure to wet and/or humid conditions.
- Outside weather conditions.
- Extreme cold and extreme heat.
- Noise level is usually quiet to moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT:

“I have presented this job description to the employee and all aspects of the position have been reviewed.”

Supervisor Signature

Date

“I have read this job description and thoroughly discussed the contents with my supervisor.”

Employee Signature

Date