

Arkansas Early Learning, Inc.
Bus Assistant Job Description

The agency is an equal opportunity employer and does not discriminate based on race, color, creed, sex, marital status, age, national origin, physical handicap, disability, or other federal, state or local protected classes. The agency strives to hire the most qualified person for each job. Listed below is an attempt to describe the normal responsibilities for this position. Please realize that this is not an exhaustive list, and other duties may be assigned as necessary.

Job Title: Bus Assistant	Admin: 0%	FLSA Status: Non-Exempt
Department: Transportation	Programmatic: 100%	Prepared Date: 4/15/2014
Approved By: Policy Council	Date: 4/22/2014	Reports To: Center Director
Approved By: Governing Board	Date: 4/24/2014	Employment Contract: No

Summary

Under the direct supervision of the Center Director. The Bus Assistant will be responsible for the safe and efficient transportation of preschool students.

General Essential Duties & Responsibilities:

1. Must have an interest in children and their development.
2. Mandated reporter under the Arkansas Child Maltreatment Reporting Act.
3. Must abide by all agency policies including agency's Standards of Conduct, fraud and confidentiality policies. Must not discuss the affairs of the staff, children or Head Start families. Will only discuss agency business on a need to know basis.
4. Must be professional at all times and be neat and clean in personal appearance.
5. Responsible for establishing good working relations with parents, staff, professionals and the general public.
6. Ability to take directives.
7. Serve as a member of your assigned work site team in overall planning and coordination of the Head Start program; ensure that the agency is in compliance with the office HHS-ACF Head Start Program Performance Standards under the supervision of the C-Level Executives.
 - Participate in staff meetings.
 - Participate in the annual Community Assessment, Self-Assessment, and Program Information Report (PIR).
 - Assist in the recruitment of children and volunteers.
 - Assist in obtaining non-federal matching funds (in-kind).
 - Cover job duties of absent staff as assigned by supervisor or administration.
 - Perform extra assignments in other areas and related task assignments in the work area.
 - Provide support and resources to other employees.
 - Maintain component timelines and due dates of component related activities via individual Google Calendar.
 - Create and maintain visual work instructions, position and work site related.
8. Regular, consistent attendance.
9. Domestic travel required.
10. Must keep work area neat and clean.
11. Participate in building and vehicle maintenance.
12. Lift 10-30 lbs regularly, up to 50 lbs occasionally.
13. Perform other job related duties as assigned by immediate supervisor or administration.

Bus Assistant Essential Duties & Responsibilities:

1. Checks the interior of the bus before route.
2. Makes sure the seats are ready for the students.
3. Prepare sign-in sheets.
4. Unlocks the back door before route and locks after route.
5. Meets the parents at the bus door and give them the sign-in/out sheet.
6. Notifies driver and/or supervisor of any safety issues or concerns.
7. Interacts with children throughout their time on the bus to extend and reinforce classroom learning.
8. Collaborates with the bus driver in teaching children the correct safety procedures for boarding and exiting a bus as well as the danger zones around the vehicle.
9. Handles discipline while the bus is in motion.

10. Ensures that each child is restrained in an appropriate Child Safety Restraint System (CSRS) that is correctly adjusted for the child.
11. Shares information on a daily basis with classroom staff, such as conversations with parents and observations of children.
12. Reports any information or concerns about Head Start families to appropriate staff.
13. Maintains order on the bus.
14. Unbuckles the children in the seats when the bus arrives at school and at home.
15. Takes children into the center.
16. Walks through the bus to make sure all children have exited the bus and all children are accounted for..
17. Cleans the seats and floor (if needed) after each route.
18. Turns off safety buzzer.
19. Serve as an advocate for AEL, Inc. in the local community.
20. Maintain confidentiality of all client records.
21. Assist in meeting monthly in-kind amounts.
22. Enter information into data systems if required.
23. Attend local, out of town, and overnight meetings, trainings and conferences if required.
24. Attends classroom instruction trainings as required.
25. Perform other duties as assigned by immediate supervisor or administration.

Other Component Duties and Responsibilities:

1. Serve as a member of the local program team.
2. Ensure agency policy, procedures and practices comply with Head Start Performance Standards, Arkansas Child Care Licensing Standards, Department of Labor/OSHA Regulations as well as any other federal state and/or local laws.
3. Assist teammates with their roles and responsibilities when needed or as assigned by administration to ensure compliance with above noted regulations.
4. Assist the C-Level Executives and administration in administering agency policies and procedures.
5. Monitor component reports in the agency record-keeping and reporting systems.
6. Annually review and update as needed component related forms, procedures, service plans and/or policy manuals.
7. Ensure all agency staff/families receive component related training as required by Head Start Performance Standards and state licensing regulations.
8. Maintain component timelines and due dates of component related activities via the position's Google Calendar.
9. Purchase component related materials following the agency purchasing policies as assigned.
10. Will assist in the classroom as assigned by the Center Director

Qualifications

To perform this job successfully, an individual should have met the following qualifications:

1. General 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.

- Must have a working telephone, cell phone or pager.
- Must have a valid Driver's License and have immediate access to a legally insured vehicle.
- Must be able to drive an automobile, full size pickup, and a van.
- Must at least have auto liability insurance and must keep it current.
- Must consent to and pass an initial health examination.
- Must maintain a current TB Screening.
- Must consent to and pass state felony, Central Registry Check, and/or FBI background check when applicable.
- Physically fit to perform job duties.
- Must consent to and pass agency drug testing.

2. Education and/or Experience

High school diploma or general education degree (GED) and a Child Development Associate Credential (CDA) or be enrolled in a Child Development Associate Credential program to be completed within 2 years of hire.

3. 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 effectively present information in one-on-one and small group situations to parents, and employees of the agency.

4. Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

5. Reasoning Ability

Ability to apply common sense understanding to carry out detailed and involved written or oral instructions.

6. Computer Skills

To perform this job successfully, an individual should have general knowledge of a personal computer, Windows, Microsoft Word and Excel, the Internet and email software. In addition an individual should be able to operate various office machines.

7. Training: Continually participate in additional training related to job as requested by immediate supervisor or administration.

- Must attend training and/or conferences that may require overnight out-of-town travel for up to one week.
- Must attend a minimum of 15 clock hours of professional development per year.
- Must maintain current First Aid and CPR certification, as applicable.
- Must maintain individual Professional Development Plan.
- Ability to apply new techniques of staff training, knowledge of human behavior and behavior modification.

8. 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 talk or hear. The employee is frequently required to stand; walk; sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move 10-30 pounds, and occasionally 50 pounds.

9. 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.

I have read the duties set forth in the above job description and understand that the failure to fulfill such duties may result in my termination of employment with this agency. I understand that Arkansas Early Learning, Inc. is an "at will" employer.

Signature: _____

Date: _____

I hereby agree that I will be on call for work according to employment security division standards during any program layoff.

Signature: _____

Date: _____