

## **Teacher Aide/Bus Driver**

### **Summary:**

The Teacher Aide/Bus Driver is responsible to the classroom Teacher for providing assistance in the establishment, maintenance, and management of classroom activities and providing those services necessary to meet the requirements of the Head Start Performance Standards.

### **Responsibilities:**

- Assists in implementing daily lesson plans and daily schedules.
- Assists in organizing and maintaining learning centers within the classroom.
- Assists in maintaining order by using positive approaches to behavioral management.
- Serves as bus driver/monitor on a regular basis to ensure the safety of children while being transported to and from the Head Start Center
- Attends meetings and workshops as required.
- Assists in making observations and assesses each child's developmental progress.
- Refers children with suspected problems to teacher.
- Make home visits along with the teachers.
- Assists in recruiting volunteers and in-kind contributions.
- Maintains assigned bus mileage logs accurately
- Conducts daily safety checks on assigned bus and is responsible for bus upkeep
- Reports all vehicle mechanical difficulties to the Transportation Coordinator
- Other duties as required

### **Qualifications:**

#### **Educational Requirements:**

A High School Diploma is required. An AA degree in Early Care and Education, Childhood Development Associate, or equivalent credentials desirable. This individual must be able to obtain Commercial Driver's License within 90 days of hire.

#### **Experience Requirements:**

One year of experience working with preschool children and the ability to work cooperatively with other staff.