

Head Start Bus Monitor: 22 hrs/weekly based in Mt Pleasant. Require HS Diploma or GED and ability to supervise children ages 3 – 5 while being transported on school bus. Post offer, pre-employment drug testing, criminal background check required. Wage is \$9.35/hour; some benefits available. Submit required Agency application to: Community Action of Southeast Iowa, 2850 Mt. Pleasant Street, Suite 108, Burlington, IA 52601 no later than **4:00 pm, Friday, February 16, 2018**. Applications available at any Agency center or on this web site. Affirmative Action/Equal Opportunity Employer.

COMMUNITY ACTION OF SOUTHEAST IOWA

JOB DESCRIPTION

Job Title: Bus Monitor
Department: Head Start
Reports to: Head Start Bus Driver

Summary: Assist bus driver in providing transportation services to children, adults or materials to their specified points.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Maintain confidentiality.
2. Acquire knowledge of Head Start goals, objectives and bus regulations.
3. Direct the loading and unloading of students to maintain safe conditions.
4. Walk children to and from classroom upon arrival and after classroom departure.
5. Report any safety hazards to the transporter.
6. Determine if an adult is home and if the adult is on the release form before leaving the child.
7. Determine that all children and adults are using seat belts or safety restraints as required by law.
8. Maintain child release forms.
9. Assist the transporter in planning the route and making changes as needed.
10. Relay pertinent information concerning the children between staff and families.
11. Help the driver keep the bus clean inside.
12. Complete, record and submit understandable, timely records and reports to meet all agency deadlines.
13. Maintain the bus seating chart for Head Start children and submit copy of such to the classroom.
14. While between scheduled bus routes, work as classroom associate as needed.
15. Participate in staff meetings, pre-service, in-services and other training opportunities as mandated.
16. Perform mandatory walk-throughs to determine that there are no adults or children remaining on the bus at the beginning and end of each transport.
17. Maintain consistent rules for children on the bus.
18. Assist in planning emergency evacuation training and assist with the evacuation procedure.
19. Maintain records and prepare reports on students' **behavior**.
20. Assist in the operation of the lift when loading and unloading students and with securing wheel chairs.
21. Be familiar with location and use of emergency equipment.
22. Be familiar with the operation of the two-way radio and all radio procedures.
23. Knowledgeable of and responsible for the implementation of the Head Start Performance Standards and be aware **of the Agency's other programs, mission and goals**.
24. Model professional behavior and dress code.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

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.

EDUCATION and/or EXPERIENCE: High School diploma or General Education Degree (GED).

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write or verbally relate information between staff and families.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with **ten's (10's)** and one hundreds (**100's**). Ability to perform these operations using units of American money and weight measurements, volume, and distance.

OTHER REQUIREMENTS: Must be able to travel throughout the four county service area regularly and travel occasionally state and nation-wide. **Must have a valid driver's license, access to a vehicle and be insurable.** Prior to employment, and every three years thereafter, employee must have a physical examination with a TB screening (documented on DHS form 470-5152). Upon hire, and as required thereafter, must submit fingerprints for a national criminal record check. Upon hire, and as required thereafter, must obtain/maintain current: First Aid and CPR certification, Mandatory Child Abuse and Neglect certification, Medication Administration training, Universal Precautions, Bus Monitor training and Nutrition/Civil Rights training as required by our regulatory agencies. Employee must have access to working telephone and must keep Central Office informed of the current telephone number.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables. Ability to understand a variety of instructions in written, oral, diagram, or schedule form.

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 sit, talk and hear. The employee frequently is required to reach with hands and arms. The employee is required to stand, walk, run, climb, balance, crouch and/or stoop. The employee must occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to open and close bus doors, clean the bus inside, carry supplies and check vehicle operation (inspection check).

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials 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 and vibration. The employee is regularly exposed to childhood illness. The employee is frequently exposed to moving mechanical parts, wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and explosives. The noise level in the work environment is loud on occasion. May travel in inclement weather. The noise level in the work environment is usually moderate. Must be able to quickly adapt to a changing schedule in a hectic environment.