



UMATILLA-MORROW HEAD START, INC.

POSITION DESCRIPTION

SUBSTITUTE TEACHER ASSISTANT/BUS MONITOR

Position Information:

Supervised by: Teacher, Teacher Assistant, Team Leader

Terms of Employment: Upon Availability

Job Goal:

To contribute to the overall effectiveness of the teaching team by assisting the teachers with planning, implementing and evaluating school activities

Essential Responsibilities:

- Be prompt and dependable
- Meet with teacher to plan and discuss the day's events
- Listen and talk with children
- Comfort injured or sad children
- Assist the children with mealtime duties, (setting table, serving, eating and cleaning up)
- Participate in large and small group activities and routines, offering individual attention when needed
- Play with children during free choice and outdoor time
- Consult with the teacher to gain an understanding of acceptable methods for handling discipline concerns
- Assist the children in their daily routines, (hand washing, tooth brushing, coat zipping, etc.)
- Keep all classroom matters confidential

Bus Monitor Responsibilities

- Monitor children and adults while being transported.
- Ensure that all child restraints are properly installed and fastened on the bus.
- Assist with boarding and exiting the bus.
- Help with evacuations and assist in the event of an emergency.
- Demonstrate positive guidance techniques with children.
- Help with evacuation drills which are done monthly
- Ensure that bus is attended at all times by the driver, teacher, monitor or parent when children are present.
- Assist with post trip inspection of bus to assure all students have departed from bus
- Assist with the delivery of take home material

General Staff Responsibilities:

Employees of UMCHS aspire to the following:

- *A commitment to the agency's mission, vision, and values;*
- *A commitment to equipping children and all who care for them for lifelong success*
- *A commitment to excellence in everything we do;*
- *A commitment to positive performance and a welcoming culture;*
- *A commitment to outcomes, measured results and quality improvement;*
- *A commitment to innovation and to what is possible.*
- Program Participation and Team Member
 - Be present at work in order to provide consistency of services
 - Arrive to work on time; punctually attend and actively participate in all required activities, meetings, and trainings.

- Be a respectful, cooperative, and reliable team member and participant in program activities.
- Project a professional work image, both in dress and manner.
- Demonstrate familiarity with employment policies, performance standards, work plan and commitment to mission and values in the performance of daily duties.
- Standards of Conduct
 - Perform all work in compliance with UMCHS Standards of Conduct.
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- And or any other duties deemed necessary by your supervisor

Education Requirements:

- High school education or equivalent

Experience and Skills Requirements:

- The ability to relate to children and perform tasks dealing with children
- Current First Aid, CPR, and Food Handler's card (preferred)
- Head Start experience (preferred)
- Community service experience (preferred)
- Multi-cultural experience (preferred)

Physical Requirements:

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. While performing the duties of this job, the employee is required to:

- Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards
- Comprehend, analyze, and make inferences and references from written material
- Lift children up to 50 pounds from the floor to waist high ten to fifteen times a day
- Frequently crouch to a child's height and maintain eye contact at a child's level; stand tall enough to reach children on play equipment; stand or sit for long periods of time; walk up and down stairs; walk or run quickly; walk over rough or uneven ground.
- Frequently bend and kneel.
- Maintain the safety of the environment and children through visual, auditory and smelling senses
- Set up a classroom which requires moving of tables, chairs, shelves etc.
- Kneel or sit on the floor or in child sized furniture.
- Make precise arm-hand positioning movements and maintain static arm-hand positions
- Make skillful, controlled manipulations of small objects
- Perform regular sanitation of classroom and equipment which may require the use of broom, carpet sweeper, and mop.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Work Environment/Conditions:

- Requires working indoors in environmentally controlled conditions, as well as in an outdoor learning environment (exposure to weather)
- Requires exposure to cleaning fluids and sanitizing agents.

- Job tasks are performed in close physical proximity to other people

Safety:

Apply safe practices in the performance of duties

- Reporting of unsafe or hazardous working conditions and/or any injury immediately
- Complying with Agency safety standards
- Participate in emergency drills
- Promote a culture of safe environments in the workplace

Agency-Wide Requirements:

- Current enrollment in the Child Care Division's Central Background Registry
- Substitutes working over 4 hours a week must have a TB screen prior to hire
- Desire to work with low-income children and their families
- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Fluent in English both verbally and written

Umatilla-Morrow Head Start, Inc. Is an Equal Opportunity Employer