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**Position Information: TEACHER ASSISTANT/BUS MONITOR**

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**Supervised by:** Teacher/Team Leader

**Supervises:** Does not supervise others

**Salary:** Specialist I

**Classification:** Non-Exempt

**Terms of Employment:** Seasonal

**Job Goal:**

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To work cooperatively with staff, parents, and volunteers to carry out the responsibilities and duties of the HS programs in order to meet the cognitive, emotional, social, and physical needs of children and families.  
To assist in providing safe transportation for children and parents

**Teacher Assistant Essential Responsibilities:**

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- Assist the Teacher in preparing, implementing, and evaluating daily classroom activities
- Assist the Teacher in ensuring that children are taught and supervised in a consistent manner
- Assist the Teacher in ensuring all children are within sight and sound at all times
- Take responsibility for the children when the Teacher is not present
- Assist the Teacher and parents in providing for children's daily needs and routines
- Assist the Teacher in ensuring all children are signed in and out by the parent daily utilizing the Attendance form and the Sign In and Out Forms
- Assist the Teacher and parents in maintaining a safe and healthy environment. Share the responsibility of maintaining orderliness and cleanliness in the classroom to include but not limited to janitorial duties as assigned by teacher such as: sterilization of toys, sweeping and mopping of floors in bathroom and classrooms, cleaning and sterilizing of toilet and sinks
- Assist in planning and involving parents and children in the preparation of nutritious foods and cleanup at meal time
- Assist with daily personal hygiene of the children such as diapering, feeding, tooth brushing, toileting, hand-washing, and resting
- Share the responsibility of providing appropriate care for children with disabilities
- Encourage parents to attend monthly Center Day
- When required attend Center Day activities, contributing relevant Education component information
- Provide input to teacher for Parent/Staff Conferences, Comprehensive Staffing and Monthly Individual Child Goal Tracking
- Utilize the teacher, other staff, and resource library for technical assistance
- Maintain positive communication with parents
- Assist in providing childcare for evening parent education classes

**Bus Monitor Essential Responsibilities:**

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- 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:**

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### **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:**

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- High school education or equivalent. Required to enroll in an Early Childhood Education Certificate or CDA (and complete within two years of hire) or college degree program resulting in an Associate degree.

## **Experience and Skills Requirements:**

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- One year experience in a preschool related program and Early Childhood Development.
- Current First Aid, CPR, and Food Handler's card
- Head Start experience (preferred)
- Community service experience (preferred)
- Multi-cultural experience (preferred)

## **Physical Requirements:**

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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
- Occasionally lift children up to 50 pounds from the floor to waist high.
- 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 (including school bus steps); 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.
- Instructs others in a classroom setting

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

### **Work Environment/Conditions:**

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- 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:**

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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:**

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- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation prior to hire
- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements. A DMV Record check will be conducted 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***