

<b>KICKAPOO TRIBE IN KANSAS</b> <b>POSITION DESCRIPTION</b>
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**Position Title:** Associate Teacher / Bus Driver/Monitor  
**Position:** Non-Exempt 9 months  
**Location:** Kickapoo Head Start  
**Supervisor:** Lead Teacher/Early Childhood Supervisor

**Position Purpose:**

To assist the teacher and cooperate in a supportive role carrying out developmentally appropriate activities. To promote the health, nutrition and education of the children and to attend to their safety and welfare.

To transport children to and from school and special activities. To assist the bus driver in providing safe and punctual transportation to and from classroom sites. Observe and monitor behavior of children, interact with parents and staff to promote the well being of children.

**Essential Job Responsibilities: Performance Indicators**

**Classroom Time (Approx 40-50%)**

- Assist in setting up environment (indoor/outdoor) for the activities of the day.
- Use developmentally appropriate practices to facilitate activities with groups and individuals.
- Observe and record behaviors of children to assist the teacher in the identification of each child's strengths and areas to grow.
- Participate in monthly staffing of children with all staff as appropriate.
- Work with and encourage parent and community volunteers.
- Integrate all Head Start components into classroom time.
- Utilize lesson plans which reflect mandated elements, parental and cultural influences, and promote the social, emotional, physical, and cognitive development of Head Start children.
- Follow a consistent schedule, which includes small and large group experiences, choice time, music and movement, large and small motor activities, skill development, three meals, and effective transitions between activities.
- Encourage experimentation, exploration, problem solving, cooperation, socialization, and choice making; ask open-ended questions and listen respectfully to the answers.
- Provide an atmosphere that promotes and reinforces parental involvement in the classroom.
- Work with special needs staff in the classroom to develop a collaborative approach that benefits all children in the classroom and meets the needs as specified on the IEP.
- Sanitize classroom equipment and laundry.
- Assist with meal service as needed.

### **Bus Driver/Bus Monitor (30 - 40%)**

- Assist children in boarding and exiting the bus.
- Transport all children to and from scheduled location.
- Complete daily sign on & off sheets, accounting by name all children getting on and off the bus.
- Ensure that all children are secured in weight/height appropriate seatbelts or restraints and that while seated all adults use available seatbelts.
- Visually observe the health of each child on the bus.
- Ensure that any behavioral issues do not compromise the safety of any child on the bus or the ability of the bus driver to safely operate the vehicle.
- Use age appropriate communication skills with children on bus.
- Collaborate with the bus driver to ensure that each child is delivered to the care of a responsible adult (authorized list) upon leaving bus.
- Ensure that the responsible adult (authorized list) signs for the child upon leaving the bus.
- Follow all safety rules and regulations while operating school bus.
- Ensure that no child is ever left unattended while on the bus, following all procedures put in place to prevent a child being left behind.
- Assist the bus driver with any emergency situations following all rules and regulations as they pertain to school bus safety and child health.
- Fill out accident/incident reports as appropriate.

### **Maintenance & Communications (10%)**

- Assist driver with keeping inside of vehicle picked up.
- Responsible to do walkthrough of bus (looking for children and or items left behind) prior to being dropped off
- Assist driver with evacuation drills.
- Assist with paperwork flow between homes and sites.
- Maintain positive communications with parents, drivers and site staff, relaying information to appropriate parties as needed.
- Attend any trainings or meetings as required by Transportation Manager

### **Written Documentation & Misc. (15-25%)**

- Assist Teacher in maintaining accurate written records, including: assessments, IEP documentation, screening instruments, anecdotal observations, and other required forms.
- Assure/assist in general maintenance and security of facility.
- Attend meetings, training's, and appropriate professional development activities.
- Track the breakdown of daily activities and submit weekly to supervisor for payroll.

- Other duties as assigned.

***All communications are potentially sensitive and are subject to Head Start's policy on confidentiality.***

### **Knowledge/Skills/Experience Required**

- Educational coursework in Early Childhood Education/Development typically achieved via progress towards an Associate Degree in ECE or CDA.
- Demonstrated classroom ability, typically one year full-time pre-school classroom experience or equivalent.
- Excellent communications skills, especially good listening & writing skills.
- Working knowledge of available community resources and Head Start program components.
- Knowledge of typical behaviors/expectations of three and four year old children typically gained through a minimum of one year of relevant experience.
- If driving for work related activities and or mileage reimbursement must have valid Driver's License.
- CPR/First Aid certification within 30 days of employment...
- Employment conditional upon results of the following:

Passing Criminal History Registry, (Child Abuse and neglect Background check.)

Passing Drug Screen

Recent Physical, Negative TB Test and Up-to-Date on Immunizations

### **Physical/Mental Abilities and Processes**

- Ability to visually assess children's health and behaviors and make frequent significant decisions to assure their health and safety
- Ability to apply developmentally appropriate practices for young children in a classroom, playground and bus settings.
- Frequent kneeling, bending at waist and neck, and sitting on floor also frequent getting up and down from seat to assist children on bus and in classroom.
- Occasional lifting (up to 50 lbs.) in classroom setting and assisting children into seats on the bus and the ability to carry or drag a child in an emergency situation out of a bus to a safe area.
- Occasional climbing to enter and exit a bus and sitting throughout bus routes.

### **Position Information**

- Approx 40-42 weeks, (40 hour work week)
- Must obtain CDL with P & S endorsement within 90 days of hire to drive school bus.
- Percentages of job responsibilities may vary depending upon classroom needs
- Supervised by Teacher/Early Childhood Supervisor

- Incumbent must complete CDA books within 3 months of hire date, complete CDA hours (480) within four months of hire date, complete CDA portfolio within six months of hire date, and have the “Review team” review within one year of hire date.

**I CERTIFY THAT I HAVE READ THE JOB DESCRIPTION, IT HAS BEEN EXPLAINED TO ME AND I UNDERSTAND MY DUTIES AND RESPONSIBILITIES AS STATED HEREIN.**

(Initial you have read)\_\_\_\_\_

**POLICY ON CONFIDENTIALITY:**

“I shall respect the privacy of the people we serve and hold in confidence all information obtained in the course of professional services, whether that information is obtained through written records or daily interaction with the person. Therefore, I will not disclose an individual’s confidence to anyone, except: 1) as mandated by law; 2) to prevent a clear and immediate danger to a person or persons; 3) where I am a defendant in a civil, criminal, or disciplinary action arising from the contact; 4) if there is a waiver previously obtained in writing, and then such information may only be revealed in accordance with the terms of the waiver.”

“I shall be responsible to store or dispose of professional records in ways that maintain confidentiality.”

“I shall possess a professional attitude which upholds confidentiality toward the people that we serve, colleagues, applicants and any sensitive situations arising within.”

“I, upon my termination, shall maintain client and co-worker confidentiality and I shall hold confidential any information about sensitive situations within.”

“I understand that violation of this confidentiality statement may be grounds for immediate dismissal.”

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Employee Signature Date

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Supervisor Signature Date

**Privacy Policy:**

The Associate Teacher / Bus Monitor shall comply with all requirements and provisions of Subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5 USC 522a) (i)(1).

**Drug-Free Workplace Policy:**

As condition of employment, applicants must consent to pre-employment drug testing prior to appointment, and abide by the Drug-Free Workplace Policy while employed by the Kickapoo Tribe in Kansas.

**Indian Preference Policy:**

Preference in filing vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applicants in the absence of qualified Indian Preference eligible.

*This job description was last updated on June 21, 2011.*