

<p style="text-align: center;">Kickapoo Tribe in Kansas Head Start / Early Head Start</p>
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Title: Associate Teacher / Bus Monitor

Position: Full Time / 52 Weeks

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 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 for Associate Teacher: Performance Indicators

- Supervise children at all times.
- 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 staffing of children with all staff as appropriate.
- Work with and encourage parent and community volunteers.
- Integrate all Head Start components into classroom time.
- Assist with and 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.
- Sanitize classroom equipment and laundry.
- Assist with meal service as needed.
- Assist children in boarding and exiting the bus.

- 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.
 - 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.
 - 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 no child is ever left unattended.
 - Assist 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.
 - Assist 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 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.
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- 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.
 - Obtain CDL license with endorsements within one year of hire.
 - Maintain CDL license with endorsements to drive bus daily.
 - Other duties as assigned

Knowledge/Skills/Experience Required

- At minimum, have a Child Development Associate credential or a state-awarded certificate that meets or exceeds the requirement for a CDA Credential, are enrolled in a program that will lead to an Associate or Bachelor's Degree or, are enrolled in a CDA credential program to be completed within 2 years at the time of hire.
- Head Start experience preferred.
- Intermediate to advanced computer skills, including internet and e-mail.
- Ability to handle multiple tasks often simultaneously.
- Significant diagnostic and problem solving skills.
- Ability to handle highly stressful and sensitive situations in a professional manner.

- Ability to interpret and implement complex policies and regulations.
- Ability to work independently and maintain professional boundaries and confidentiality.
- Ability to exercise tact and discretion in all employee interactions.
- Strong organization and time management skills, ability to meet deadlines.
- Ability to file documents, make copies, faxing, etc.
- Occasional lifting up to 25 pounds, stooping, bending, standing, and reaching.
- Valid Driver's License.
- Employment conditional upon results of the following:
- Passing Criminal background checks and selection procedures
 1. Passing Drug Screen
 2. Verifying Reference Check
 3. Recent Physical and Negative TB Test
 4. CPR / First Aid Certified