

**CAROLINA COMMUNITY ACTION, INC.  
POSITION DESCRIPTION**

**POSITION TITLE: TEACHER ASSISTANT/BUS DRIVER**

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**FLSA STATUS:** Non-Exempt  
**COMPONENT:** Head Start  
**REPORTS TO:** Center Director

**POSITION GRADE:** 3  
**LOCATION:**

**PREPARED BY:** The JESCLON Group, Inc.  
**APPROVED BY:**

**DATE:** July 1, 2009  
**DATE:** Revised June 13, 2018

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**SUMMARY**

Assist teacher in all aspects of classroom supervision/instruction and also perform the duties of a Bus Driver. Responsible for transporting Head Start children to and from the center daily and for the supervision of all passengers on the bus (children, parents and staff).

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

**Primary**

1. Assist Teacher to arrange and maintain a safe, clean, and attractive classroom environment.
2. Conduct, supervise, and take part in daily classroom activities.
3. Plan and implement lesson plan.
4. Arrange and conduct parents' activities and parent meetings.
5. Ensure that each child's records are accurate and up to date.
6. Other duties deemed necessary by the Teacher and/or Center Director.
7. Practice safe driving habits at all times.
8. Follow established bus routes to pick up and return Head Start children.
9. Perform minor repairs and/or upkeep the vehicle.
10. Upholds all state and agency rules and regulations pertaining to the transportation of children on a bus or commercial vehicle.
11. Maintain daily mileage records and logs to be turned in on a weekly basis to the Transportation Coordinator.
12. Transport children to medical/dental appointments and transport parents to monthly parent meetings as required by the Transportation and Parent Involvement Coordinator.
13. Attend in-service, pre-service training, staffing meetings, and other training meetings as directed by the Transportation, Facilities, and Education Coordinator.
14. Fill in for Teacher in her/his absence.
15. Complete monthly time records.
16. Carry out other duties as assigned.

**PERFORMANCE STANDARDS**

**Education and Early Childhood Development**

Ensure that the education environment is developmentally and linguistically appropriate, recognizing that children have individual rates of development as well as individual interest, temperaments, cultural backgrounds, and learning styles.

Ensure that the education environment supports the development of all children's social and emotional development, cognitive, language skills, and physical skills.

Provide a program of services for infants and toddlers, which encourages the development of a secure relationship between children and their teacher, and supports their social and emotional development and physical development.

Implement a curriculum that recognizes the need for individualized activities, integrates the educational aspects of all program areas, helps to develop children's facility in social relationships, enhances each child's understanding of self, and provides for the development of cognitive skills.

Involve parents in the development of the program's curriculum and approach to child development and education, and to participate in staff-parent conferences and home visits. To encourage parents to observe and participate in their children's learning experiences in the Head Start program.

### **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); or two to four years' child development or related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **OTHER QUALIFICATIONS**

Incumbent must demonstrate good verbal and written communication skills, and the ability to work effectively with low-income families. Employee must pass an annual physical, TB screening, and submit to random drug screenings.

### **OTHER SKILLS AND ABILITIES**

Incumbent must demonstrate a working knowledge of a desktop computer, related software, printer, copier, calculator, laminator, fax, and phone. Employee must be able to drive an automobile.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Incumbent must have CDA, CDL, CPR, and First Aid certification, and possess a valid drivers' license.

**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 stand and talk or hear. The employee frequently is required to walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**SPECIFICATION**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.