

# JOB ANNOUNCEMENT

06/07

## Community Action Partnership of Madera County

**POSITION:** BUS DRIVER / CLASSROOM SUPPORT

**SALARY**

**SCHEDULE:** Range 13.5 (\$11.23/hr- \$13.69/hr)

**LOCATION:** Eastern Madera County

**IMMEDIATE**

**SUPERVISOR:** Transportation Supervisor/Site Supervisor

**SUPERVISES:** Not Applicable

**DEFINITION:** Under the supervision of the Transportation Supervisor and the direction of the Site Supervisor, performs the necessary duties to assist in the planning and implementation of a comprehensive child development program for preschool aged children.

### MAJOR DUTIES & RESPONSIBILITIES:

#### LEADERSHIP

- Maintains confidentiality of staff, parent, child, client, community, and agency information included in files, conversations, meetings, correspondence, or any other source.
- Adheres to the CAPMC values.
- Engages in personal and professional development.
- Shares information and knowledge of the field with others.
- Represents CAPMC in the community in a professional and competent manner.
- Reports suspected child abuse in accordance with CAPMC child abuse procedures.
- Keeps informed of current theories and practices in the field.
- Professional role model for parents, children, community, and co-workers.
- Participates in new staff orientation/mentor activities.
- Participates in staff and center meetings.
- Interacts with children and families in a culturally sensitive way.
- Works as a team member to support the functions and operations of the Head Start site.

#### CHILD TRANSPORTATION SERVICES

- Updates route sheets weekly or as needed.
- Drives a school bus to transport children to and from Head Start centers.

## **BUS DRIVER / CLASSROOM SUPPORT**

### **Page 2 of 6**

- Operates hydraulic lift on wheel chair bus, when necessary.
- Ensures security and safety of children.
- Makes departure and arrival times as scheduled.
- Services bus with gas, oil and water when needed.
- Checks bus to maintain safe operating conditions.
- Cleans interior of bus daily, washes exterior of bus weekly, waxes and sanitizes bus weekly, and as needed.
- Advises supervisor of necessary bus repairs on provided form.
- Reports incidents which affect the safety of children while getting on and getting off bus.
- Will adjust the scheduled route in picking up and delivering children as necessary by road or emergency conditions and reports changes to dispatch.
- Will render first aid or emergency assistance as needed.
- Operates two-way radio communication system.
- Completes required logs and reports on assigned due dates.
- Operates bus and equipment necessary to perform duties.
- Wears uniform daily and keeps it in a professional looking manner.
- Presents the Bus Driver Safe Riders' Program to children.
- Performs Emergency Bus Evacuations.
- Attends and participates in parent orientation meetings.
- Assists with translation needs at center when capable and as needed.
- Ensures bus is checked for sleeping children at the end of each route.
- Maintains the sign-in and sign-out sheets for children daily.

### **INSTRUCTIONAL AIDE DUTIES**

- As needed, assists in planning and implementing suitable learning experiences for children.
- As needed, helps children develop positive interpersonal relationships with peers and adults.
- As needed, assists in the observation and recording of a child's development and progress.
- As needed, supervises and/or participates in playground activities.
- As needed, completes position related clerical tasks, i.e., attendance reports, lunch counts.

### **FACILITY SERVICES**

- As needed to ensure the site is safe for the child, performs routine janitorial duties which include sweeping, vacuuming, mopping floors and carpets daily, washing windows weekly, cleaning hardware, appliances, furniture and furnishings, clean woodwork as needed and waxing floors bi-annually and when time permits.
- Hauls supplies within the child care facilities as needed.
- Maintains child care facilities in a clean and healthful condition daily.

## **BUS DRIVER / CLASSROOM SUPPORT**

**Page 3 of 6**

### **OTHER DUTIES**

- Adheres to the Americans with Disabilities Act (ADA-1992), which prohibits discriminatory actions toward qualified individuals with disabilities.
- Strict compliance with universal precautions in the classroom and when administering first aid.
- Other duties as assigned

### **Limits of Authority**

- Relative authority to maintain compliance with Head Start Performance Standards and the requirements of Head Start guidelines.
- Maintains close communication with the Transportation Supervisor and/or Center Director to recommend a course of action and to receive directives on priorities.

### **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 will be made to enable individuals with disabilities to perform the essential functions of the position.

### **KNOWLEDGE OF**

- Safety transportation practices.
- Modern cleaning methods, and the use and care of cleaning material and equipment.
- Child growth and development principles.

### **ABILITY TO**

- Work effectively with children and parents; carry out oral and written directions; respect the confidentiality of program related incidents and information.
- Operate necessary program equipment.
- Maintain positive attitude toward and control of the children.
- Sustain cooperative relationships with those contacted in course of work.
- Perform manual labor.
- Follow work schedule as well as written and oral instructions.

### **EDUCATION/EXPERIENCE**

- High school diploma/GED.
- One year of child development related experience or equivalent training desirable.
- Six units in Early Childhood/Child Development desirable.

### **LICENSES OR CERTIFICATES**

- Must possess Commercial Drivers License Class "B" with passenger endorsement.
- Proof of DL51 medical exam.

## **BUS DRIVER / CLASSROOM SUPPORT**

### **Page 4 of 6**

- First Aid Certificate.
- California Special Driver Certificate.
- CPR Certification.

### **OTHER REQUIREMENTS:**

- Must be able to relate with all people of the community regardless of ethnic, racial, or religious background or socio-economic level.
- Must be dedicated to the goals and philosophy of CAPMC's Head Start Program.
- Effective December 8, 2005, must meet the established English fluency requirement for the position with a minimum TOEIC score of 500.
- Must pass health screening and TB skin test or chest x-ray.
- Must possess emotional maturity, stability, tactfulness, and the ability to provide professional leadership.
- Must have dependable, insured transportation and a valid California Driver's License (mileage to be reimbursed) and acceptable driving record. A DMV printout and proof of insurance will be required.
- Must complete all background requirements: livescan, acknowledgement of child abuse reporting responsibility, criminal record statement and receive satisfactory clearance from all licensing and investigative authorities. Employment is contingent upon receiving a clearing from appropriate governmental authorities.
- Must use reasonable precautions in the performance of one's duties and adhere to all applicable safety rules and practices; and act in such a manner as to ensure at all times maximum safety to one's self, fellow employees, clients, and children.
- Employment in Head Start Programs is contingent upon approval of the Policy Council/Committee.

### **GENERAL PHYSICAL REQUIRMENTS**

Medium work: exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

### **PHYSICAL ACTIVITIES**

- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- Kneeling: Bending legs at the knee to come to a rest on knee or knees.

## **BUS DRIVER / CLASSROOM SUPPORT**

### **Page 5 of 6**

- Crouching: Bending the body downward and forward by bending leg and spine.
- Crawling: Moving about on hands and knees or hands and feet.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
- Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
- Talking: Expressing or exchanging ideas by means of the spoken work. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing: Perceiving the nature of sounds at normal speaking levels or without correction. Ability to receive detailed information through oral communication, and make fine discriminations in sound.
- Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

### VISUAL ACUITY

The worker is required to have visual acuity to determine the accuracy, neatness, thoroughness of work assigned.

### 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 will be made to enable qualified individuals with disabilities to perform the essential functions of the position.

### WORKING CONDITIONS

- The worker is subject to both environmental conditions: Activities occur inside and outside.

## **BUS DRIVER / CLASSROOM SUPPORT**

**Page 6 of 6**

- The worker may be exposed to infectious diseases.
- This position is designated as: Non-Exempt.

### **APPLICATION PROCEDURES**

Application forms are available at the Community Action Partnership of Madera County, 1225 Gill Ave, Madera, CA 93637, (559) 673-9173, or at [www.maderacap.org](http://www.maderacap.org). **Please submit a copy of transcript or degree with application to be considered for position.**

***To build a diverse workforce, CAPMC encourages applications from individuals with disabilities, minorities, veterans, and women. EEO/AA Employer.***