

## Vacancy Announcement

Job Title: EHS Bus Driver/Classroom Aide

Location:

Work days and hours: **Monday – Friday 40 hours**

Starting Wage: **TBD** 13.21/hr now 13.95 9/1/2023

Description of job: See Posting

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Qualifications: See Posting

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Resumes must be submitted to: Kristen Justice, 111 Willow Lane, Beckley WV 25801

For additional information, contact Ronda Meadows, 304-252-6396 EXT. 130

  
8/17/2023

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8/17/2023

**RCCAA Early Head Start  
Job Description**

**Title: Early Head Start Bus Driver/Literacy Aide**

**Salary: \$13.21 hr**

**Qualifications**

- High School Diploma or GED
- Must be at twenty one (21) years old, with five (5) years driving experience.
- Valid Class B CDL with school bus and passenger endorsements.
- Clean driving record.
- Food Handler's Permit
- Early Head Start knowledge/experience preferred.
- Experience working with children and families.
- Strong written and oral communication skills.
- Basic computer and Microsoft Office skills.
- Dependable transportation with minimum automobile liability insurance.
- Pass drug screen and criminal background check.

**Supervisor**

- Center Manager

**Job Duties**

- Implement Head Start Performance Standards, Child Care Licensing Regulations, RCCAA Policies and Procedures, and all other applicable regulations.
- Serve as a communication link between family and center staff.
- Serve as a classroom literacy aide.
- Ability to interact with infants and toddlers in a warm and caring manner.
- Ensure safe pick-up and delivery of children on school bus.
- Provide transportation services for children to doctor, dentist, and field trips as needed.
- Maintain school bus in a safe, reliable operating condition through preventative observation and regular maintenance.
- Maintain vehicle mileage records, and gas or maintenance tickets.
- Provide transportation to parents for parents meetings and activities when no other means of transportation is available.
- Enter all transportation and safety data in Child Plus for compliance.
- Install tire chains when necessary.
- Assist Teacher in carrying out nutrition plan for each infant and toddler (including preparing bottles, holding infants while feeding, preparing toddler snacks and meals, feeding older infant requiring baby food) according to specific schedules.
- Purchase groceries and supplies as needed.
- Maintain preparation area, dining, and storage areas; dispose of garbage daily in designated receptacles.
- Assist teachers in planning and implementing nutrition education activities in the center.
- Prepare and submit all necessary reports in a timely fashion.

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- Participate in employee performance evaluation and individualized professional development plan.
- Attend all meetings, in-service trainings, workshops, and conferences as requested by the supervisor.
- Ensure all purchase order, IT, and maintenance request are submitted in a timely manner.
- Participate in recruitment activities.
- Act as bus monitor/classroom aid as needed.
- Assist with nutritional, maintenance/custodial services as needed.
- Work flexible hours when necessary.
- Maintain confidentiality at all times.
- Lift 50 lbs., and demonstrate ability to participate in mild to moderate activities with children.
- Receive and maintain standard First Aid/CPR certification.
- Maintain a current DOT physical exam.
- Deal effectively with public.
- Demonstrate ability to work as a team member and develop positive rapport and professional attitude towards parents and staff.
- Demonstrate ability to lead and follow.
- Demonstrate ability to make decisions.
- Demonstrate ability to understand and follow posted work rules and procedures.
- Demonstrate ability to accept constructive criticism.
- Demonstrate ability to arrive to work on time.
- Ensure the Head Start Director is informed on pertinent issues.
- Perform all duties incidental to the position, and any other duties as assigned.