

Vacancy Announcement

Job Title: Head Start Bus Driver/Classroom Literacy Aide
Location: RCCAA Head Start- Central
Work days and hours: Monday – Friday 40 hours
Starting Wage: TBD

Description of job: Please See Attachment

Qualifications: Please See Attachment

Resumes must be submitted to Eddie Stockton _____

Closing Date: Open Until Filled

For additional information, contact Eddie Stockton 681-305-0172 Ext. 139

APA 1/17/24
C. Covfey 1/17/24

RCCAA Head Start

Job Description

~~2022/2023~~ 23.24

Title: Bus Driver/Classroom Literacy Aide

Starting Salary with CDL: ~~\$13.21~~ \$13.95

Salary without CDLL

Associates: ~~\$14.28~~ \$15.08

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.
- 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 aide assisting in the classroom throughout the day.
- 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 parent meetings and activities when no other means of transportation is available.
- Enter transportation and safety data in Child Plus for compliance.
- Install tire chains when necessary.
- Prepare and submit all necessary reports in a timely fashion.
- Participate in employee performance evaluation and individualized professional development plan.
- Attend all meetings, in-service trainings, workshops, and conferences as requested by the supervisor.