

Community Action Partnership of Central Illinois

ASSIGNMENT: *Head Start Bus Monitor*
REPORTS TO: *Manager on Point*
STATUS: *Seasonal/Part Time*

LOCATION: *Assigned Site*
CLASSIFICATION: *Volunteer*

SUMMARY OBJECTIVE:

The Bus Monitor is responsible for assisting the public transportation driver in the safe and timely delivery of the Head Start children, and for delivering assigned curriculum during transport.

RESPONSIBILITIES:

1. Assist Children with seatbelts prior to departure.
2. Help students on and off the bus when needed.
3. Interact with children in a developmentally appropriate manner using positive discipline techniques.
4. Deliver assigned curriculum developed by teacher during transport
5. Maintain buses sanitary and cleanliness standards
5. Maintain confidentiality of all information regarding children, families and staff.
6. Attend all staff meetings, trainings, workshops and conferences in accordance with Head Start Performance Standards.
7. Complete all training as required.
8. Document at least 15 hours of in-service training annually in accordance with DCFS licensing standards.
9. Perform other duties and assist in other service areas as assigned.

KEY COMPETENCIES:

1. Excellent oral communication skills
2. High degree of professionalism
3. Collaboration and Problem-Solving Skills
4. Ability to read, analyze, interpret and apply Program standards
5. Excellent interpersonal skills

QUALIFICATIONS:

1. Must meet DCFS licensing requirements for support staff (Section 407.100)
2. Successfully complete fingerprint and background check as required by 89 Ill. Adm. Code 385, Background checks (Section 407.110)
3. Must be at least 21 years of age.
4. Must be able to assist children as needed.
5. Must successfully complete CPR, First Aid and any other certification deemed necessary for operation of the site.