

JOB DESCRIPTION

POSITION: Bus Aide/Noon Aide
AGENCY: TRUMBULL COMMUNITY ACTION PROGRAM
RESPONSIBLE TO: Human Resources
EMPLOYEE TYPE: HOURLY

GENERAL DUTIES:

The Bus Aide is generally responsible for assisting the Bus Driver with the handling of the Head Start children to and from school safely, professionally, and with tender loving care. The Noon Aide is responsible for the orderly maintenance of the classroom environment and is an active participant in the planning and implementing of the educational program conducted within the classroom.

RESPONSIBILITIES AS A BUS AIDE:

- Assures that every child boards and exits the bus safely.
- Assures that all children are seated and wearing their seatbelts.
- Assures that all children remain in their seats until the bus driver is ready to unload the children at school, or at their residence.
- Assures that all noise is kept at a minimum, so that the bus driver is not disturbed.
- Assure that the children are not eating candy, chewing gum, bringing toys, games on the bus, etc.
- Must learn each child by name, face, and location of residence.
- Alert someone if you notice a missing child or a non-familiar child on the bus.
- Must know onboard emergency procedures (use of radio, handling cuts, accident report, etc.).
- Must learn assigned Bus Route.

RESPONSIBILITIES AS A NOON AIDE

- Assist the Teacher while the Educational Aide goes to lunch.
- Assist the Educational Aide while the Teacher goes to lunch.

- Help with the AM and PM children transitions.
- Take children to the restroom and assist with water temperatures, soap and towel dispensing.
- Assist in setting tables for lunch/snacks and activity areas.
- Always be alert to the sensitive needs of children...tying shoes, blowing noses, etc.
- NEVER leave a child unattended.
- NEVER release a child to anyone unless given permission and proper identification is given.
- Use a soft voice.
- Always use positive statements about children and their families.
- ALWAYS BE CONFIDENTIAL ABOUT CHILDREN AND FAMILY HAPPENINGS.

QUALIFICATIONS

- Must have a high school diploma or GED;
- Must pass a background check and random drug screens;
- Must be physically to perform duties and requirements of job;
- Must be able to associate with fellow employees, TCAP clients and Head Start children and families in a positive manner;
- Must be sensitive to the needs and problems of the low-income, elderly, and disabled residents of Trumbull County;
- Must be able to maintain confidentiality

SALARY AND BENEFITS

Salary range existing for position; placement in that range contingent upon available funding. No benefit package available