

Head Start South Central Child Development, Inc.
401 Walnut SW
Wagner SD 57380
Job Description

JOB TITLE: _____ Disabilities Tutor/Bus Monitor _____
REPORTS TO: _____ Center Teacher and Area Manager _____
COORDINATES WITH: _____ Center Teacher and Other Head Start Staff _____
EVALUATION PERIOD: _____ 90 Days _____
SELF-TERMINATION NOTICE REQUESTED: _____ 14 Days _____

MAJOR DUTIES/RESPONSIBILITIES:

- Assist in the implementation of all applicable Head Start Performance Standards (1304, 1308, AND 1310) as directed.
- Assist the Center Teacher in all aspects of the center operations.
- Supervise those daily children's activities as decided on jointly by Center Teacher and Area Manager.
- Help maintain a safe and orderly environment for children.
- Observe each child for signs of illness or health problems.
- Assist children in table-setting and meal preparation activities. Promote appropriate mealtime conversation.
- Participate in parent/staff conferences when requested by the center teacher.
- Help provide a developmentally appropriate environment conducive to the child's intellectual, physical, emotional and social development.
- Inform parents of services available to them in the community.
- Communicate a positive acceptance and appreciation of different cultures and races.
- Demonstrate a commitment to eliminating stereotypes of low income and minority groups in the community.
- Establish relationship of trust with children and their families.
- Comply with required reporting procedures/record-keeping, observations (COR).
- Assist in providing guidance to visitors and volunteers in the center.
- Assist children to and from the bus.
- Assist children boarding and departing from the bus.
- Assist children with appropriate safety restraints on buses.
- Maintain an orderly and safe bus environment.
- Report address changes to Center Teacher and Area Manager.
- Attend all required training and staff meetings (Inclusive of Bus Monitor Training).
- Assist center teacher in facilitating and implementing daily activities for children with disabilities.
- Must keep confidential information (information about families and children).
- Any additional duties as assigned by the Area Manager or Director.

SKILLS:

- Able to work with parents, low income community members, leaders and a variety of cultural groups.
- Able to work cooperatively with other staff (Team Member).
- Able to communicate advocacy of children and of low-income community.
- Possess basic knowledge of child development principles.
- Able to work effectively with preschool children (especially children with challenges).
- Must have basic computer skills.
- Able to use fire extinguisher.

MINIMUM EXPERIENCE:

- Previous experience working in preschool classroom-serving children with disabilities.

MINIMUM TRAINING:

- High school diploma or GED equivalency.

OTHER REQUIREMENTS:

- Must be willing to live in area served by the center.
- Must have use of an automobile and/or willing to use personal automobile.
- Must have a safe driving record.
- Must be able and willing to meet travel needs of position.
- Must participate in a CDA or related credential program if directed by the Program Director and approved by the Career Development Committee.
- Must attend center parent meetings and other meetings upon request.
- Must report and document any suspected child abuse and neglect to the Area Manager.
- Mandatory employment physical examination upon employment and upon request of the employer in accordance with Agency Personnel Policies and Procedures.
- Must take a TB test upon employment and upon request of the employer.
- Mandatory background check (Child Abuse/Neglect upon offer of employment) will be required in accordance with Agency Personnel Policies and Procedures.

AN EQUAL OPPORTUNITY/EMPLOYMENT AT WILL EMPLOYER

04/22/2016

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