

**WACCAMAW ECONOMIC OPPORTUNITY COUNCIL, INC.**  
Conway, South Carolina

**JOB DESCRIPTION**

JOB TITLE:	ASSISTANT TEACHER/BUS DRIVER	GRADE: 4
COMPONENT:	HEAD START	DATE REVISED: 01/31/2017
REPORTS TO:	TRANSPORTATION MANAGER/TEACHER	STATUS: NON-EXEMPT

HOURLY RANGE: \$ 10.76-16.09

**I. INTRODUCTION:** Under general supervision of the Transportation Manager and the Teacher, transports children enrolled in Head Start to and from the center in a safe manner. Assists with implementation of center activities as directed; assists in observation and assessment of children, and in developing individual activities based upon assessed needs; assists in the supervision of children during activities.

**II. DUTIES AND RESPONSIBILITIES:**

1. Transports children to and from center in a safe manner.
2. Directs bus monitor to maintain order and supervise activities of children while in transit.
3. Transport children to and from medical/dental appointments and during field trips, as directed.
4. Assists with pre-planned center activities (classroom, outdoor, field trips, etc.) and in supervision of children while participating in activities.
5. Maintains all center property (equipment) to insure cleanliness and safety when used, including fire safety equipment.
6. Maintains agency bus including cleanliness (inside and outside); checking all equipment/accessories and maintaining vehicle in working condition; making request for needed repairs, servicing, inspections, etc. when needed.
7. Participates in all pre-service and in-service trainings, workshop, etc., and follow an individualized professional development plan.
8. Assists the Transportation Manager in analyzing bus routes for cost savings in vehicle expense.
9. Assists in the preparation and implementation of daily lesson plans.
10. Assists in the implementation, coordination and evaluation of approved center activities in classroom, outside, field trips, etc.
11. Assists in the supervision of children in large and small group activities.
12. Assists in the observation and assessment of children's files including complete information, medical records, progress reports, etc. as directed.
13. Must have the ability to communicate effectively with children, staff and parents.
14. Assists in the preparation of other required attendance reports.
15. Assists Teacher in conducting at least two home visits and two parent teacher conferences per family per operating year when necessary.
16. Assists in increasing in-kind services and donations each year.
17. Such other duties as are assigned within state and federal guidelines.

**III. QUALIFICATIONS:**

**A. NECESSARY (entry requirements):**

1. Must have a Child Development Associate (CDA) or a state awarded certificate that meets or exceeds the requirements for a CDA credential, or Enrolled in a program leading to an associate or baccalaureate degree, or Enrolled in a child development associate (CDA) credential program to be completed within two years.
2. Valid CDL (Commercial Driver’s License) with a P & S (Passenger and School Bus) endorsement.
3. At least two (2) years experience in principles and practices of vehicle safety and motor vehicle laws.
4. Able to attend overnight meetings.
5. Basic computer skills.
6. Ability to maintain and retrieve files and to visually review.
7. Able to lift 25 pounds.
8. Must be able to pass a Central Registry Check.
9. Must be able to pass a drug screening.
10. Must be able to pass a Staff Health Assessment for Caring for Children.
11. Must have a Tuberculosis Certification.
12. Must be able to communicate effectively with children, staff, and parents.

**B. DESIRABLE:**

1. Resident of the area in which center is located.
2. Bachelor’s Degree in Early Childhood education and one-year experience working with low-income preschool age children in a child development center.

**IV. MOBILITY:**

Upward-----Teacher  
 Lateral-----Assistant Teacher or bus driver  
 Downward-----Cook

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Signature

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Date

Approved by Policy Council: January 10, 2017

Approved by Board of Directors: January 31, 2017