



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



**JOB DESCRIPTION**

JOB TITLE:	<u>ASSISTANT TEACHER/BUS MONITOR</u>	GRADE:	<u>3</u>
COMPONENT:	<u>HEAD START</u>	DATE REVISED:	<u>01/31/2017</u>
REPORTS TO:	<u>TEACHER</u>	STATUS:	<u>NON-EXEMPT</u>

Hourly Range: \$9.64-14.42

I. INTRODUCTION: Under general supervision of the Teacher, uses judgment, assists in planning and implementation of center activities; assists in observation and assessment of children, and in developing individual activities based upon assessed needs; assists in supervision of children during any and all activities including while being transported.

II. DUTIES AND RESPONSIBILITIES:

1. Assists in the preparation and implementation of daily lesson plans.
2. Assists in the implementation, coordination and evaluation of approved center activities (classroom, outside, field trips, etc.).
3. Assists in the supervision of children in large and small group activities.
4. Assists in the observation and assessment of children’s files including complete information, medical records, progress reports, etc., as directed.
5. Assists in the preparation of other required attendance reports.
6. Assists Teacher in conducting at least two (2) home visits and two (2) parent teacher conferences per family each operating year when necessary.
7. Participates in all workshops, pre-service and in-service trainings, seminars, etc., as required.
8. Participates in an individualized professional development plan.
9. Ensures that children are safely buckled in child restraint systems while traveling on the bus.
10. Ensures that children stay seated and are supervised while in transit.
11. Ensures that children are escorted from the bus to a guardian safely.
12. Assist in increasing in-kind services and donations each year.
13. 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 driver’s license or reliable transportation.
3. Able to attend overnight meetings.
4. Must have basic computer skills.
5. Able to lift 25 pounds.
6. Must be able to pass a SLED/FBI criminal background check
7. Must be able to pass a Central Registry Check.
8. Must be able to pass a drug screening.
9. Must be able to pass a Staff Health Assessment for Caring for Children.

10. Must have a Tuberculosis Certification.

B. DESIRABLE:

1. Bachelors Degree in Early Childhood Education and one (1) year experience in working with low-income pre-school children or in a child development center.
2. Working knowledge (at least one (1) year experience) of the guidelines and regulations governing operation of a Head Start Center.

IV. MOBILITY:

Upward-----Teacher  
Lateral-----Cafeteria Supervisor  
Downward----- Cook

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Policy Council Approval: \_\_1/10/2017\_\_\_\_\_

Board of Directors Approval: \_\_01/31/2017\_\_\_\_\_