

Trumbull Community Action Program

Job Description

Title of Position:	Classroom Assistant/ Bus Aide
Responsible To:	Education Manager
Employee Type:	Hourly

General Summary of Position:

The Classroom Assistant is generally responsible for assisting the classroom staff with Head Start children in classrooms and on buses daily and sanitizing throughout the building and buses as directed. All duties are to be carried out in a professional manner.

Primary Duties and Responsibilities of the Position:

- Maintain continuous Active Supervision of children. NEVER leave a child unattended.
- Assuring that every child boards and exits the bus safely.
- Required to ride the bus as a bus attendant.
- Maintaining strict adherence to TCAP Code of Conduct and TCAP Policies and Procedures including being a Mandated Reporter.
- Sanitizing items and surfaces in the classrooms, buses, and throughout the building as directed.
- Must learn each child by name, face, and residential address.
- Alert someone if you notice a missing child or a child that is non-familiar.
- Must know on-boarding emergency procedures (use of radio, First Aid, accident report, etc.)
- Help children on/off the school bus and check parent/guardian identification.
- Assist teaching staff with classroom activities.
- Help with children's transitions to and from school and various other transitions throughout the day.
- Take children to the restroom, and/or diapering.
- Assist with ensuring that drinking water is available and setting table for meals and snacks.
- Always remain alert to the sensitive needs of children.
- Always use a soft voice and positive statements about children and their families.
- Must clearly understand and implement Head Start Performance Standards, ODJFS daycare licensing regulations and Conscious Discipline and Flip It strategies.
- Report any incidents regarding children or staff.
- Assist as needed with monthly safety check, fire drills, and safety meetings.
- Work with classroom staff to ensure the safe and effective use of all equipment and supplies; assuring that necessary equipment and supplies are in place in each classroom.
 - Example: exit signs, water temperature, broken furniture, spills, outlet plugs
- Maintain strict confidentiality as it regards TCAP clients, Head Start children, families, and staff.
- Maintain and check employee email account daily.

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- Create and maintain an Ohio Child Care Resource and Referral Association (OCCRRA) account.
- Must complete 30-day on-boarding.
- Assist in the recruitment and registration of potential program participants county wide.
- Other duties as assigned by TCAP management in fulfillment of the goals and mission of TCAP.

Qualifications:

- Must possess a high school diploma or GED.
- Must be able to work independently and make sound decisions.
- Must pass pre-employment background check and drug screening.
- Must be physically able to perform job duties and requirements of this job including lifting as much as fifty (50) pounds.
- Must be punctual and maintain good attendance.
- Must always adhere to TCAP's Standard of Conduct
- Must have a pleasant and professional demeanor, a positive attitude, and be a team player.
- Must maintain a valid Ohio Driver's License, have reliable on-site transportation, and show proof of current vehicle insurance; travel is required for this position and site and/or classroom assignment is subject to change.
- Must be sensitive to the needs and problems of children, handicapped individuals, and socio-economically disadvantaged residents in Trumbull County.
- Must be able to work well with others and willing to serve the community, TCAP clients, and Head Start children and families in a positive manner.

Salary and Benefits:

Salary range contingent upon experience and available funding. Benefit packages including hospitalization and agency pension plan are available with prerequisites.

I have read and understand the above job description. I attest that I am able to perform these essential job functions, I understand my status and duties as a Mandated Reporter, and that I meet the requirements of this position. I further agree to satisfy the expectations of the position. I understand that I am expected to be in regular attendance at work. My signature confirms that I agree to abide by the terms of this job description.

Printed Name

Signature

Date