

# Highland Rim Economic Corporation/Head Start

## Head Start Bus Monitor

Reports to: Facilities Manager

Policy Council Approval: 10/25/11

### Responsibilities:

- Adheres to all operational Policies and Procedures for the Head Start Program to ensure compliance with Federal Performance Standards and Written Plans.
- Assist bus driver with pre and post trip inspections to ensure compliance with State and Federal requirements.
- Ensure all passengers are restrained with appropriate safety systems.
- Ensure children are released only to persons listed on the Highland Rim Head Start Emergency Card.
- Ensure emergency exit procedures are explained and practiced on a monthly basis with children and staff.
- Attends all assigned meetings/trainings.
- Assist staff and perform various janitorial duties as needed to ensure the cleanliness of the bus and center.
- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities.
- Maintain confidentiality of all records and information for staff, children and families.
- Performs related duties as required.

### Qualifications/Requirements: **Bus Monitor**

- High School Diploma or GED.
- Possession of a valid Tennessee Driver's license and maintain a vehicle liability insurance policy.
- Ensure a periodic physical examination and tuberculin test.
- Incumbents are subject to a criminal background check and must pass a pre-employment drug test and random drug and alcohol screenings.
- Bilingual preferred (English/Spanish).

### Knowledge or Skills:

- Good verbal, written, and communication skills.
- Ability to communicate effectively.
- Interpersonal skills and the ability to work as a team member.
- Adheres to professional ethics and standards.
- Good interpersonal skills and the ability to work as a team member.

**Working Conditions:**

- This position requires incumbent to walk, sit, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; and talk and hear.
- Daily required to stand, climb, balance and stoop, kneel, crouch or crawl.
- Incumbent is required to regularly lift and/or move up to fifty pounds.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The physical demands described above are representative of only some that must be met to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: Highland Rim Economic Corporation is an Equal Opportunity Employer and hires without regard to race, color, sex, age, disability, or national origin. This job description is not intended to be all-inclusive; employees may perform other related duties as negotiated to meet the needs of the organization.