## **Bus Monitor**

## Job Description

The Bus Monitor’s purpose is to interact with children and observe and communicate to ensure a positive experience for children on the bus. This position will have a keen understanding of Head Start learning, safety, and socialization objectives and will support teachers and transportation assistants in providing safe learning environments. While transporting children, the Bus Monitor is encouraged to lead children in activities that can extend and reinforce classroom learning. This position also works with the Transportation Supervisor in order to model and teach safe riding, boarding, and exiting practices. The Bus Monitor handles discipline while the bus is in motion and follows reporting procedures according to the Office of Head Start (OHS) and Berkshire County Head Start (BCHS) polices and requirements.

The Bus Monitor must have skills and abilities to work with children and parents, have basic writing skills to complete reports, and have knowledge of Head Start transportation and childcare/school readiness services. The person filling this position will be required to speak English and be familiar with the language and community where children and their families live.

The Bus Monitor demonstrates professionalism in all interactions and is engaged and enthusiastic in contributing to the fulfillment of BCHS’s mission, vision, and values.

Job Duties:

* Guiding and interacting with children
* Observation, assessment, and documentation of child attendance on bus
* Follow all BCHS regulations, requirements & policies
* Acts as lead staff in carrying out all health and safety requirements
* Communicates respectfully and skillfully with parents, children, and staff

Requirements

**Education**

High School Diploma or GED*.*

**Experience**

Minimum of one (1) year experience in working with young children

**Licenses or other required Certifications**

CPR/First Aid Certification

CDA credential or a state-awarded EEC certificate that meets or exceeds the requirements for a CDA credential, or enrolled in a program that will lead to an associate or baccalaureate degree or, enrolled in a CDA credential program to be completed within two years of the time of hire (reference: section [648A](https://eclkc.ohs.acf.hhs.gov/policy/head-start-act/sec-648a-staff-qualifications-development)(a)(2)(B)(ii) of the Head Start Act)

**Other requirements:**

Candidates must:

Pass alcohol and drug screening

Must pass a physical examination and be able to physically assist children, some of whom may need to be carried from a vehicle in case of an emergency (45 CFR 1310.16(a)(2).

Pass a tuberculosis (TB) test (45 CFR 1304.52(i)(1).

Pass a Criminal and Background Check (45 CFR 1301.31(b)(1)(iii).

Pass a Child Abuse Clearance (45 CFR 1301.31(b)(2).

Be at least 18 years old

**Preferred requirements**

Associates or higher degree from an accredited institution\* in early childhood education or related field. Bilingual in English/Spanish.

*\*Listed in the US Department of Education’s Database of Accredited Postsecondary Institutions and Programs*

**Knowledge & Skills**

* Knowledge of Head Start program requirements and best practices
* Ability to communicate with children and parents
* Possess basic writing skills to fill out reports
* Ability to learn and quickly apply knowledge obtained in safety, compliance, and early learning training