

JOB ANNOUNCEMENT

(Please see end of document for application information)

Position: Driver / Classroom Assistant (**Teacher III**)
Department: Early Learning And Family Services
Reports To: Site Coordinator
Status: Non-Exempt
Salary Level: 3 (\$12.56 to \$15.70 per hour*)
 *Candidate offers consider experience, qualifications and internal equity
Schedule: FT (40 hrs/wk; Tuesday-Friday; 7:00 am-5:00 pm)
Location: Roosevelt
Benefits: The Opportunity Council provides a strong benefits package that includes paid school breaks, health leave, and holidays (including personal holiday(s)). Retirement plan includes employer contribution equaling 5% of pay. Paid health insurance for employees plus voluntary flexible spending account, dental, vision, life/ADD and long-term disability insurance, along with a culture that supports staff and their families.

JOB SUMMARY:

The Driver/Classroom Assistant works with the Teacher(s) to provide a learning environment for two-and-a-half to five-year-old children. Responsible for transporting 18 two-and-a-half to five-year-old children to and from school in a private passenger carrier (12-22 mini bus), as well as occasional field trips and special activities. Works with children and bus monitor to assure a safe and efficient operation. Acts as liaison between home and school, delivering notes, newsletters, etc. Helps plan routing, scheduling of vehicle use and routine maintenance. Responsible for reporting vehicle uses and needs for maintenance.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

Bus Driver

1. Works cooperatively to plan and facilitate efficient bus routing for classroom operation.
 - a. Works with Lead Teacher and Transportation Manager and shares concerns.
 - b. Works with Lead Teacher and Transportation Lead concerning route changes, transitions, etc.
2. Works cooperatively with Transportation Lead to plan and facilitate maintenance and repairs of vehicle in accordance with Head Start/ECEAP/State guidelines.
3. Follows approved procurement and record keeping procedures for gas, mileage and ridership.
4. Acts as liaison between home and school, delivering newsletters and providing attendance information, reflecting parent/staff concerns as requested.

Classroom Assistant I

1. Assist the Teacher in planning and implementing group and individual activities, field trips, swimming, parent/child activities and health care.
2. Prepare, set-up, and cleanup materials for classroom use.
3. Work directly with youngsters in small groups and individually.
4. May be responsible for some lesson planning.
5. Assist with record keeping, routine communication and documentation.
6. Assist with maintenance of materials and equipment.

OTHER RESPONSIBILITIES:

1. Performs other duties as assigned.
2. Provide occasional internal guidance to work team regarding daily issues, which enables others to take action or make decisions.

EDUCATION, EXPERIENCE, TRAINING REQUIREMENTS:

1. High School diploma or equivalent
2. One to three years job or regular volunteer experience with young children in an early childhood education setting, or equivalent combination of education and experience.
3. One to three years' experience driving school or commercial bus, van or equivalent preferred.
4. Experience working with families under stress.
5. Training in early childhood education preferred.
6. Commercial Drivers' License:
Current CDL **or**
Within 30 days successful completion of Commercial Driver training program conducted by and paid for by the Opportunity Council.

SKILLS AND ABILITIES REQUIRED:

1. Ability to work effectively with parents, volunteers, children and staff.
2. Basic language skills including ability to read and express oneself clearly verbally and in writing.
3. Competence in documentation and record keeping.
4. Demonstrated ability to relate well to families of varying cultural, educational and socioeconomic backgrounds, including families under stress, in a supportive, assertive and non-judgmental manner.
5. Knowledge of other languages and cultures would be helpful.
6. Be able to participate in program training activities and demonstrate a commitment to continuing professional growth.
7. May occasionally be involved in projects that require new ideas or approaches; position is responsible for developing modifications to established procedures.
8. Ability to explain and/or instruct others in routine existing policies, practices, and procedures and extract information for clients to understand their problems.
9. Must be able to use a computer for agency communications and record keeping requirements.

Bus Driver:

1. Ability to operate ELAFS vehicles.
2. Safety conscious attitude.
3. Availability for occasional extended field trips or other activities, including training.

Classroom Assistant:

1. Ability to participate in program training activities and demonstrate a commitment to continuing professional growth.
2. Basic computer skills, including familiarity with word processing and spreadsheet applications.

ADDITIONAL REQUIREMENTS UPON HIRING:

1. Must have initial health examination indicating you are fit for duty and free from communicable disease within 60 days of hire. Medical checkups are required every two years thereafter.
2. Must have TB test and submit test results prior to hire date.
3. Must submit to a criminal record check to ascertain that the applicant has not been convicted of a child abuse or neglect offense per Washington State Child Abuse Law (Ch. 486, Laws of 1987) or DSHS licensing requirements.
4. Must have valid Washington State driver's license or obtain by date of hire.
5. Must obtain a Class "C" commercial driver's endorsement (CDL) when the program provides training. This license must be maintained during length of employment.
6. Must submit abstract of driving record for previous 3 years prior to start date.
7. Successful completion of drug & alcohol test after offer of employment.
8. Must have current First Aid card and Infant/Child CPR training (or obtain within 30 days), and must maintain current certificates for length of employment.
9. Must have and maintain Washington State Food Handler's Permit during length of employment.

WORKING CONDITIONS:

Classroom assistant work is generally performed in a noisy, active preschool classroom environment or crowded office environment. Regular exposure to communicable diseases and body fluids and occasional crisis situations. Regularly requires local travel to and from classroom sites, special workshops and trainings and other job-related activities. Bus driver duties are performed driving a passenger van or bus in all weather conditions. Combination of external distractions relating to driving conditions and internal distractions from noisy, active preschool children create stressful environment. May be exposed to dusty, wet or muddy environments. May be exposed to communicable diseases. Requires constant travel. Maintenance and administrative tasks are completed as needed in center, office, or parking lot.

JOB PURPOSE:

A teacher III provides education experiences to 3 – 5 year olds in support of school readiness along with mental, social, and emotional development support.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

- Plans and implements curriculum
- Contributes to the development of individualized educational plans for children
- Implements individualized educational plans for children
- Creates a culturally and developmentally appropriate classroom environment
- Maintains record keeping and performs data entry

OTHER RESPONSIBILITIES:

- Maintains minimum ongoing professional development
- May drive school bus as needed
- Other related duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:

- A high school diploma or equivalent; and
- A CDA or 12 credits of early childhood education; or
- Enrolled in an early childhood education program; or
- An AA or BA in any field with experience in early childhood education; or
- An AA in early childhood education preferred.
- One year volunteer or work experience in early childhood education preferred.
- Experience working with economically disadvantaged families preferred
- Bilingual skills preferred, verbal may be required depending on placement.

SKILLS AND ABILITIES REQUIRED:**Competencies:**

- Team Player: Shares resources, responds to requests from other parts of the organization, and supports larger legitimate organization agendas as more important than local or personal goals.
- Critical Thinking: Takes initiative, anticipates next steps, and problem solves issues to keep the work moving forward.
- Integrity: Thinks and acts ethically and honestly, applying ethical standards of behavior to daily work activities
- Customer Orientation: Views the organization through the eyes of the customer and goes out of his/her way to anticipate and meet customer needs.
- Cultural Competency: Respects and interacts effectively with people of diverse cultures and socio-economic background; has an awareness of his/her own cultural worldview and its impact on perspective
- Organizing and Planning: has strong organizing and planning skills that allow them to be highly productive and efficient; manages time wisely, and effectively prioritizes multiple competing tasks.

- Industry Knowledge: understands the general workings of classroom teaching, within which the organization functions; monitors activities and trends within these arenas and maintains a current knowledge base.
- Composure: maintains emotional control, even under ambiguous or stressful circumstances; demonstrates emotions appropriate to the situation and continues performing steadily and effectively.
- Sensitivity: values and respects the concerns and feelings of others: behaviors communicate empathy toward others, respect for the individual, and appreciation of diversity among team members
- High Standards: establishes and models standards that guarantee exceptional quality and necessary attention to detail; continually seeks to improve processes and products.

OTHER SKILLS

R = rarely O = occasionally F = frequently

Activity	R	O	F
Instruct groups of children			
Follow one or two step instructions			
Carry out detailed but uncomplicated instructions			
Solve practical problems			
Arithmetic calculations involving fractions, decimals, %			
Follow verbal or written instructions			
Exchange basic information or data			
Interview to gather information			
Advise others on alternatives/options			
Coach and counsel			
Communicate and maintain composure			
Public speaking/presentations			
Explain specialized data/info in understandable terms			
Compose routine correspondence			
Compose reports			
Compose complex correspondence			
Proofread written communication			
Creative writing			

Equipment:
 Computer/printer
 iPad
 Copier/fax/scanner
 Telephone
 Data base software

PHYSICAL, SENSORY, ENVIRONMENTAL QUALIFICATIONS:

R = rarely O = occasionally F = frequently

Physical Activity	R	O	F
Sitting			
Stationary standing			
Walking			
Crouching (bend at knee)			
Kneeling/crawling			
Bend at waist			
Twisting (knees/waist/neck)			
Climbing			
Grasping			
Driving a car			

Repetitive motions (keyboard/data entry)		I	
Lifting/Carrying: 60 pounds		I	

Sensory Activities	R	O	F
Talking (in person/on phone)			I
Hearing (in person/on phone)			I
Vision for close work			I

Safety requirement:
Shoes that will accommodate climbing and running.

TO APPLY:

Application and application instructions may be found at: www.oppco.org. Paper copies of the applications may be picked up at: Opportunity Council, 1419 Cornwall Ave., Bellingham, WA 98225

Position is open until filled. Applications will be reviewed on a weekly basis.

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