**Montessori American Indian Childcare Center**

1909 Ivy Ave E, St Paul, MN 55119

**JOB DESCRIPTION**

**Title: Bus Aide 0.5 FTE Part-Time Hourly: $15- $17 no benefits**

**Hours: 15-20 hours per week; M-F 7:45 am – 9:15 am; 3:45 pm – 5:15 pm**

**Position Summary:** The Bus Aide will assist the Transportation Specialist in the safe bus transportation of children enrolled in the program to and from home.

**Core Duties and Responsibilities:**

**85% - Assist in Transporting Children to and from home**

* Be available for an morning route. Plan to arrive early, 10 minutes before the route departs by 7:45 am. The morning route is finished bus arrives with the children at the Center. Children are to be escorted into the building each morning. Departure varies depending on the season and number of children.
* Be available for an afternoon route, plan to arrive early, 10 minutes before the route departs by 4:00 pm, concluding the workday when the children are returned home, and the bus returns to the Center. Departure varies depending on the season and number of children.
* Be available to assist on occasional field trips, special events, parenting activities and other transportation needs.
* Assist in ensuring a safe, friendly, and nurturing environment on the bus.
* Help children board the bus safely.
* Follows and ensures mandated child restraint devise procedures, ensuring children are properly positioned and restrained in seat belts for older children.
* Report behavioral issues of children to Head of School, to not compromise the safety of any child on the bus.
* Ensure that each child is delivered to the care of a responsible adult upon leaving bus (on the authorized list).
* Ensure that no child is ever left unattended while on the bus, following all procedures put in place to prevent a child being left behind.
* Visually observe the health of each child on the bus. Report any concerns to Head of School
* Retrieving any fallen objects during the bus ride.
* Assist driver in the event of an accident or emergency, assuring the safe evacuation of children and adult passengers including completing accident reports, when appropriate.
* Reports any traffic violations incurred by the Bus Driver to the Head of School.
* Gives parents any notes or written materials sent from the center and distributes notes from parents to the appropriate center staff.
* Answers parents' questions, if possible and tells them any pertinent Information about the child's bus ride or condition.
* Maintaining the interior of the bus in a clean and safe operating condition.
* Performs other duties, as may be assigned.

**Additional Duties**

1. **10% Reports/Meetings/Trainings**
2. **5% Outreach and Organization Wide Activity**

**Required Qualifications**

Be 20 years of age. Must be able to comply with a DHS requirement of a background check, CPR/First Aid training, Child Restraint, Head Trauma training and other required DHS trainings.

**Preferred Experience**

Personal or professional experience with basic childcare. Experience working with American Indian children or in the American Indian community Preferred. Possess personal qualifications as required in Licensing Standards for Day Care Centers - emotional maturity, dependability, flexibility, patience, good personal hygiene, and physical and mental health, which does not interfere with responsibilities. Must have good verbal communication skills and visual ability to observe children. Ability to fulfill responsibilities under pressure, including during emergencies.

**Work Environment/Physical Demands/Schedule**

Risk of exposure to blood, body fluids, or tissues. Risk involved with travel on main highways, side streets and rural roads during the transportation of children. Risk of exposure to communicable diseases. Must be able to lift 55 pounds, many times a day, climb into the school bus, bend, kneel and squat frequently.

**MAICC Vision:** ‘*to be the premier American Indian model of early childhood opportunity*.’

**Mission**: to address the early childhood needs and the academic achievement gap of American Indian children through revitalizing the language and culture.