Organization: Youth & Family Services (YFS)
Department: Rapid City Head Start (RCHS)

Position: Teacher Assistant/Bus Monitor
Status: Full-Time
Reports to: Site Coordinator
Location: Rapid City, SD

Work Schedule:
Work Days: Monday through Friday
Hours/Week: School Year – 40; summer – 23. (7:00 am – 3:00 pm)
Work schedule may vary dependent upon program needs.

Non-smoking work environment. Wage DOE. E.O.E.

Benefits: YFS strives to provide its employees with top-quality benefits. YFS employees are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, discounts at select local businesses and more! Click here to view a copy of our Benefit Synopsis.

YFS believes in investing in its employees and encourages them to consider furthering their professional education! YFS will help employees obtain their Child Development Associate (CDA) credential when applicable.

Minimum Qualifications: High School diploma or GED required. Must pursue a Child Development Associate Credential (CDA) or associate’s degree in early child education or equivalency. Commitment to continue education in the field of early childhood. Maintain current credentials and certifications. Maintain a working knowledge of the needs of the ages of children assigned to and the ability to be responsive to those needs. Ability to communicate and cooperate with children, other staff and parents effectively and tactfully. Ability to work with people of all socioeconomic and cultural backgrounds. Punctuality, dependability and flexibility. Experience working with children. Must meet Head Start Program Performance Standards. Current vehicle liability insurance and a valid driver’s license required. May be required, now or in the future, to submit to a Department of Transportation (DOT) physical and acquire a commercial driver’s license (CDL) with passenger and school bus endorsement and be willing to submit to random drug testing as required by the DOT. Must meet YFS driving record criteria, if applicable. Minimum of 21 years of age (BFOQ) and have a good driving record.

Essential Functions: Comply with and implement all applicable local, state, and federal regulations. Maintain a working relationship with other classroom and/or support staff. Assist teacher in all aspects of the classroom operation including carrying out lesson plans, field trips, and daily activities. Create, support and maintain a healthy, safe, learning environment conducive to each child's intellectual, physical, social, emotional, and aesthetic development. Establish and maintain a positive and trusting relationship with children and their families. Maintain accurate records for each child, data entry and completion of appropriate documents and referrals as needed in a timely manner. Follow Youth & Family Services Discipline Policy and Behavior Management Guidelines. Maintain confidentiality as it relates to information about children, families and other staff members. Assist in all assigned grant activities including, but not limited to, in-kind and United Way. Direct substitutes and volunteers to carry out daily operations. Assist with home visits or conferences and staffings throughout the year when appropriate. Work with children and their families to support development toward school readiness. Learn and be familiar with assigned route/s. Remain informed and updated on transportation rules, regulations and laws. Assist children with boarding and exiting the bus. Ensure proper use
of child restraint systems, practice child pick-up and release procedures, perform pre- and post-trip vehicle checks, and be aware of emergency procedures involving passengers and/or vehicles. Document and notify teaching staff of any significant and/or important conversations with parents. Make appropriate referrals when necessary. Make sure someone is available to accompany children into the center and that someone over 13, and authorized by the parent(s) is at home to receive them.

**Additional Functions:** Must learn and execute emergency preparedness plan and be responsive to emergencies that may arise. Assist in recruitment of children, families, and volunteers for program services. Follow all requirements mandated by Department of Social Services, Fire Marshall, DOT, and Health Department. Follow all requirements mandated by Head Start/Early Head Start if applicable. Support all program activities and services of YFS, including Kids Fair, Parent Association and Policy Council, evening childcare, and other event nights. Act in accordance with YFS’ purpose, philosophy, values, goals, policies, and procedures. Model appropriate behavior while working with other staff, children and families. Perform additional duties as assigned by supervisor. Attend and participate in staff meetings and trainings as requested by supervisor.

**Environmental Functions:** Perform duties in a controlled office or classroom environment; participate in activities with children as appropriate. Ability to lift up to 50 lbs.

**How to Apply:** For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: [http://www.youthandfamilyservices.org/careers/](http://www.youthandfamilyservices.org/careers/). Please note that resume only will not be accepted.

**How to Submit Application:**
By email: yfshr@youthandfamilyservices.org
In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702
Other location: One Stop Career Center

**Any questions? Call HR Team at 605-342-4195!**