

Organization: **Youth & Family Services (YFS)**

Department: **Rapid City Head Start**

Position: **Teacher Assistant/Bus Monitor**

Status: **Full-Time**

Reports to: **Teacher Preschool**

Location: **Rapid City and Box Elder, SD**

**Work Schedule:**

Work Days: **Monday through Friday**

Hours/Week: **40/23**

Non-smoking work environment. Wage DOEQ. 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, and more!

**Minimum Qualifications:** High School diploma or GED required. Must pursue a Child Development Associate Credential (CDA) or associate's degree in early childhood education or equivalency. Commitment to continue education in the field of early childhood. Maintain current credentials and certifications. Experience working with children. 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. Current vehicle liability insurance and a valid driver's license required. May be required, now or in the future, to submit to a DOT physical and acquire a CDL with passenger and school bus endorsement and be willing to submit to random drug testing as required by the DOT.

**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, Department of Transportation, 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 child care, and other event nights. Act in accordance with purpose, philosophy, values, goals, policies, and procedures of YFS. 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. Work schedule may vary dependent upon program needs.

**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/>. Please note that resume only will not be accepted.

**How to Submit Application:**

By email

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!**