



### STUDENT JOB DESCRIPTION

**JOB TITLE:** Classroom Aide and Bus Rider

**WORK AREA:** HeadStart classroom

**HOURS:** 15-20 per week

**TYPICAL WORK HOURS**

(Check all that apply)

Daytime

Evening

Weekends

#### JOB RESPONSIBILITIES/DUTIES:

Bus Rider Aide

- Provides on-going education on safety of children being transported; completes with assistance of bus driver three bus evacuation drills per program year.
- Adheres to established procedures and policies as outlined in the transportation manual and personnel policies.
- Uses effective and developmentally appropriate discipline techniques with children to maintain order on the bus at all times.
- Assures safe transportation of all Head Start children, staff, and volunteers.
- Attends transportation meetings and trainings.
- Provides assistance to bus driver as requested.

Classroom Aide

- Participates in group activities providing assistance to teachers as requested.
- Insures the safety of the children at all times.
- Provides assistance to the teacher with her discipline techniques.
- Insures the cooperative play and positive reinforcement of the children.
- Prepares for and helps with the departure of children.
- Chaperones field trips.

**QUALIFICATIONS:** CPR/First Aid Certified

**Will this position require any driving of Minnesota West owned vehicles or a personal vehicle?**

Yes

No

**If you checked yes, please be aware that additional paperwork is required before the student is asked to drive.**

**ALL WORK STUDY EMPLOYEES WILL RECEIVE A PERFORMANCE REVIEW UPON COMPLETING 40 WORK HOURS.**

**WAGE RATE:** \$13.00 per hour

**NUMBER OF STUDENTS NEEDED:**

  4   Academic Year

       Summer (June-August)

**TO INTERVIEW FOR THIS POSITION, CONTACT:**

**Supervisor:** Marlen Cervantes, Minnesota West & Lori Gunnink, Head Start

**Location:** Worthington

**Phone:** 507-825-6854

**Email Address:** marlen.cervantes@mnwest.edu

**Off Campus Positions:**

Department: Southwestern MN Opportunity Council Head Start

Mailing Address: PO Box 787 Worthington, MN 56187

Start Date: ASAP