

Early Head Start Bus Monitor/Substitute Teacher (Part-time)

CLASSIFICATION: Non-exempt

WORK SCHEDULE: Part-time, 20 hours per week, M-Th

PAY/SALARY: \$14.26 - \$14.69 per hour + depending on background and experience.

LOCATION: Salem, OR

Family Building Blocks (FBB) is accepting applications to fill two part-time positions for an **Early Head Start Bus Monitor/Substitute Teacher** that will work in Salem.

FBB is a not-for-profit child abuse and neglect prevention organization providing services in Marion and Polk counties. We serve over 700 children and families annually through the services, programs, and resources provided at our six locations.

FBB's mission of "Keeping Children Safe and Families Together" is the foundation that helps us build strength in our communities, large and small. We are committed to putting families at the center of our work.

Do you enjoy working in a fast-paced environment? Want to make a difference and be part of our mission? Can you adapt to rapidly changing priorities swiftly? Take a few minutes to learn more about our organization and this position. Join our team!

Primary Purpose

The Early Head Start Bus Monitor/Substitute Teacher at Family Building Blocks assists to support safe bus transportation for Early Head Start children, assuring that each child is picked up and delivered on schedule. Cooperate with Teachers to promote the health and education of each child, and to work with center staff to assure a smooth flow of written communication between families and the Early Head Start sites. To support the operation of morning classroom programs as needed; including classroom support and kitchen duties. Further, if a regular Early Head Start Teacher is absent from work, to substitute as an Early Head Start Teacher and perform all the regular duties of that position during classroom hours.

This position requires a flexible schedule to prepare classroom, assist in transportation duties and schedule home visits and participate in program activities that may include occasional overtime, late and/or early mornings.

One of the two positions will be ***required to be bilingual English/Spanish*** must communicate fluently with the children and families and provide specialized instruction for the purpose of developing the child's ability to socialize. This may involve integrating elements from the native cultures as well as developing strategies to plan activities, projects, games and group activities that will encourage the child to learn new material and interact both in native and non-native language.

Essential Duties & Responsibilities

Safety

- Assisting Bus Driver in bus related duties as needed.
- Accompany children to and from Early Head Start site efficiently and safely.
- Ensure that all passengers wear seat belts or are placed in appropriate (age or weight) car seats and belted in.
- 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 and well-being of each child on the bus.
- Coordinate the paperwork flow between homes and Early Head Start site.
- Continuous collaboration with Bus Drivers and site staff such as Teachers, families, and Supervisor.
- All communications are potentially sensitive and are subject to FBB's policy on confidentiality.

Education and Support

- Provide a nurturing and responsive bus environment that acts as an extension of the classroom.
- Contribute to promote a caring, calm and respectful interactions with families, children, volunteers, interns and staff of Family Building Blocks
- Acknowledge children's feelings, read cues and respond appropriately
- Use and understands guidance policy of the Guides to Speech and Action
- Facilitate supportive separation and reunification of child and caregiver
- Continuous communication and collaboration with each child's Teacher and the Supervisor
- Support Teachers in responding to crisis or emergency situations that may occur
- Implement and support lesson plans that promotes the social, emotional, physical, and cognitive development of infants and toddlers, while respecting the parental and cultural influences of the family
- Provide support in the classrooms as needed.

Additional Job Responsibilities

- Program support duties as requested, which may include assistance with data entry, kitchen duties, reception duties, handling donations or other clerical duties.
- In the absence of a regular Early Head Start Teacher, perform the duties of a regular Early Head Start teacher during classroom hours.
- Provide childcare and other support during parent involvement activities
- Attend meetings, trainings, and appropriate professional development activities.
- Assure general maintenance, organization, cleanliness, and security of facility.
- Ensure that all cases of suspected abuse and neglect are reported in accordance with Oregon statutes.

Minimum Qualifications

- CDA Credential in Early Childhood Education, OR comparable credential (20 quarter credit hours) from an accredited institution with a focus on infant/toddler development, OR equivalent combination of training and course work (ORO Step 8) in early childhood development with a focus on infant/toddler development.
- Child Development Associate Credential (CDA) or equivalent credential; or currently enrolled in an Infant- Toddler/Preschool CDA program and can earn certification within 2 years of hire.
- 6 Months or related experience working in an infant/toddler classroom.
- Experience working with children and families.
- Must be punctual and dependable.
- Good judgment to make decisions needed to adhere to safety considerations and appropriate child guidance.
- Working knowledge of the behaviors and developmental stages of infants and toddlers.
- Knowledge of safety practices as they relate to infants and toddlers.
- Good written and oral communications skills.
- Must maintain high degree of professionalism and sensitivity to confidentiality rights of families and employees.
- Committed to engaging and supporting volunteers as an integral part of program services.
- Supports multiculturalism by treating all people with dignity and respect and not engaging in discriminatory behavior.
- Strong commitment to Family Building Blocks mission and values serving children and families as well as staff.
- Culturally responsive with the ability to build trusting relationships with families.
- An employer-paid pre-employment drug test is required.
- Successfully pass a criminal conviction background check.

Preferred Qualifications

- Bilingual in English and Spanish.
- A two-year degree in Early Childhood Education (or a related field) or a bachelor's degree in ECE or related field
- Experience working in an infant/toddler classroom in a related environment
- Experience working with children and families in a social service setting

Additional Eligibility and Qualifications

- Mandated Responder - Report all cases of suspected abuse and neglect in accordance with Oregon statutes and agency policies and procedures.
- Must maintain throughout the length of employment an acceptable driving record according to FBB criteria and valid auto insurance.
- Employees must sustain a drug free and acceptable criminal record throughout the course of employment

Certificates, Licenses and Registrations

- Must have First Aid/ CPR card and Food Handler's card within 30 days of employment.
- Current Enrollment in Child Care Division Central Background Criminal History Registry and/or the Oregon State Police Criminal Records
- Documentation of training in "Recognizing and Reporting Suspicions of Child Abuse and Neglect". (Must be a minimum of 2 hours training)
- Valid Oregon Driver's license
- Proof of current auto insurance.

**No offer of employment in this position is final until the favorable completion of an Oregon Child Care Division Central Background registry, review of driving record, physical exam, TB screening and drug screening.*

APPLICATION DEADLINE: Open until finalists are selected

HOW TO APPLY

If you would like a copy of the job description, have any questions or to submit your resume, cover letter, and education documents please email jobs@familybuildingblocks.org.

Employment offer is contingent upon completion of an Oregon Child Care Division Central Background registry and fingerprinting, review of an acceptable driving record, and a negative drug screening.

Family Building Blocks also provides an excellent benefits package, which includes prorated medical, dental, and vision coverage. Other benefits also include generous prorated PTO/holidays as well as voluntary life and disability insurance, and 401K after one year.

Family Building Blocks is an affirmative action/EEO employer. Believing that diversity contributes to program excellence and to mutual respect and understanding, FBB is committed to recruiting and retaining diversity in our Board and staff. We seek applicants who bring varied experiences, perspectives, and backgrounds.