

Region IX Education Cooperative

Early Head Start Floater & Bus Monitor Job Description

Position Title:	Early Head Start Floater & Bus Monitor
Program:	Early Head Start (EHS)
Reports to:	EHS Manager
Work Day:	Minimum 7.5 hours daily
Contract Days:	210
Duty Station:	Ruidoso
Classification:	Nonexempt
Salary Schedule:	Head Start/EHS Floater

ESSENTIAL FUNCTIONS

1. Represents REC IX and its programs and its member districts in a positive manner, interacting with the general public and colleagues.
2. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
3. Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of REC IX programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
4. Attendance on a regular basis consistent with the REC IX attendance policy is required. Attendance at mandatory REC IX or program meetings and professional development is required.
5. Promptness is required including being present in the assigned work place at set times and on a daily basis in order to provide consistency and continuity of educational services. Promptness for mandatory REC IX or program meetings and professional development is required.
6. Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner are required.
7. The ability to demonstrate flexibility in the performance of various job functions is required.
8. Inter-departmental planning and programming collaboration is required and cross-program overflow assistance when needed is required.
9. Maintaining an atmosphere that protects the privacy of confidential student and personnel records and information is required.
10. Understanding and compliance with the RECIX employee policy manual, R9 Head Start/EHS Policy Manual, and Timeclock system are required. Perform the functions of this position with an understanding of the Head Start Performance Standards, Head Start Act, Licensing Standards, and the program's Policies and Procedures.
11. Check emails daily and respond in a timely and professional manner.
12. Relieve the EHS teachers on a daily basis for planning time, or their lunch break by becoming the assistant teacher in the classrooms.

EHS Floater & Bus Monitor 6.2025

REC 9 does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, handicap/disability, serious medical condition, equal compensation, genetic information, pregnancy, sexual orientation, gender identity, veteran status, marital status or spousal affiliation in employment practices or the provision of services.

13. Assist the teachers in the guidance and facilitation of effective classroom management through: implementing daily lesson plans, individualization, planning and implementing activities, selecting and arranging equipment and materials in the classroom, and all other activities that support positive classroom management.
14. Create a warm, nurturing, safe environment that supports the maximum learning potential for children from birth to 3 years old. Get down on the child's level when talking to, playing with, or otherwise interacting and engaging with the children both indoors and outdoors.
15. Maintain a 4:1 ratio at all times. Adhere to all safety and supervision of children at all times, including rest time, bathroom time, diaper changing, potty training, and outdoor time.
16. Willingness to change diapers/pull-ups and assist with toileting, potty training, and self-help skills.
17. Assist the teacher in the implementation of established curricula in the classroom and outdoor environment.
18. Establish and maintain a safe, healthy learning environment by ensuring classroom equipment, furniture, materials, and supplies are properly maintained and stored, and daily health checks are conducted.
19. Support the social and emotional development of children through a positive classroom climate in the implementation of Conscious Discipline and other methods.
20. Participate in pre-service training and attend not less than 24 clock hours of professional development per year. Such professional development shall be high-quality, sustained, intensive, and classroom-focused to have a positive and lasting impact on classroom instruction and the teacher's performance in the classroom, and regularly evaluated by the program for effectiveness. In addition, participate in the development of the annual Professional Development Plan. Complete the ECECD Health and Safety training and 45-hour course within 3 months of hire.
21. Act on the teacher's behalf during his/her absence.
22. Maintains a productive, appropriate, and safe transportation environment for all students through a consistent, positive, and disciplined approach to behavior management in the vehicle.
23. Participate in transportation training by the Safety & Transportation Coordinator. Account for all children getting on and off the vehicle. Buckle all children, and follow all transportation policies and procedures.
24. Maintain a productive, appropriate, and safe transportation environment for all students through a consistent, positive, and disciplined approach to behavior management in the vehicle.
25. Ensures children are actively supervised at all times, including in the classroom, during transitions, on the playground, and at any other time during the school day. Conduct name to face checks accurately, counts the children in and out, and follows all other active supervision procedures. Understands the consequences when a child is left unattended and/or lost when being cared for in our program.
26. Responsible for the safety, well-being, and work output of self and others is a constant job function.
27. Complete necessary documentation/record keeping as required by the supervisor and EHS. Will follow transportation regulations enacted by Early Head Start and the State and Federal Transportation Boards concerning the health and safety of children.

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- 28. Keeping the facility and bus clean on a daily and/or regular basis. This includes the following tasks: Sweeping and mopping all areas that are accessible to children, staff, and parents. Proper sanitation of all areas accessible to children, staff, and parents. Vacuuming regularly. Keeping all inside windows clean. Disposal of all trash as needed. Clean children’s restrooms and play areas as needed. Following the Early Head Start cleaning, sanitizing, and disinfecting schedule as outlined for daily, weekly, and monthly tasks.
- 29. Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but it establishes the main expectations.

Qualifications

Education

A high school diploma or GED is required. A CDC (Child Development Certificate) or CDA is preferred. Willingness to obtain proper certification within 1 year of hire by following a professional development plan and timeline for completion.

Experience

One to two years of successful work experience in education, child care, or a related field.

Specific Skills

Good written and verbal communication, interpersonal skills, organizational skills, time management, and computer skills. Must be able to read, write, and speak English. Bilingual highly preferred.

Personal Characteristics

Must demonstrate dependability, cooperation, loyalty, responsible attitude, and behavior. Must demonstrate a willingness to work in a cooperative working environment in a team setting. Must be able to pass a criminal history background check before the hiring date, complete an initial health screening, and a TB test. Other qualifications determined necessary by the Head Start Director or Executive Director.

Work Environment and physical demands include, but are not limited to:

Positions involve frequent bending, moving, lifting, and carrying material weighing up to 25-50 pounds; standing up and/or walking up to 15% of each day; exposure to high noise levels and may require the wearing of hearing protection. Physical abilities and sensory perceptions to include normal acuity of hearing, adequate vision, and appropriate oral and written skills are required.

Job Description Acknowledgement

I have received, reviewed, and fully understand the job description for **Early Head Start Floater & Bus Monitor**.

I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____