**Transition Aide**

**Job Summary**

The Transition Aide assumes a dual role supervising and caring for children enrolled in SLHDA’s Early Learning Program both while they are in transit from one location to another and assisting teaching staff in the classroom setting. On the bus, the Aide provides children with a safe and positive bus experience, assists with seat belts and harnesses and engages children in quiet activities. Classroom duties include preparing the room for meals and rest periods, attending to children’s health, safety and well-being, communicating with parents, and fostering the development of their language, self-help skills and overall development. The individual in this position is also responsible for regular and routine documentation and data entry tasks in both areas of service.This position requires general knowledge and ability to work with individuals or groups of diverse cultures, varying abilities and linguistic preferences to perform duties as assigned

**Essential Job Responsibilities**

In the classroom**:**

* Demonstrates a working knowledge of the Head Start philosophy, federal Performance Standards, and child care regulations ensuring compliance with applicable laws, regulations, and health codes
* Enters child and family data into the child/family database (COPA) in a timely and accurate manner
* Assists in planning and organizing the daily activities of the classroom/ home visits and participates in staff meetings. Works on a daily basis to attend to the care and maintenance of the classroom environment, distributing and setting up supplies and equipment in preparation for the day’s activities.
* Follows a consistent schedule that provides for choice, small and large group experiences, music and movement, large and small motor activities, opportunities for skill development, meals and effective transitions between activities
* Working with the classroom team, serves children meals in accordance with food service guidelines. Welcomes parents and volunteers and engages them in food service activities as appropriate
* Maintains a developmentally appropriate and culturally & linguistically responsive classroom environment
* Works with the Teacher and classroom team to implement the Creative Curriculum and keeps the Teacher informed of any changes in children’s accomplishments, needs and interests
* Provides care and support by tuning into children’s needs. Helps with child toileting. Shows willingness to listen and take children’s feelings into consideration. Asks questions in a supportive way
* Supervises and supports children’s social activities without taking over
* Observes and documents children’s behavior, assesses progress and needs, and prepares records and reports as required
* Works to understand the children’s special needs and accepts individual differences.
* Actively recruits for all program options on an ongoing basis
* Keeps children safe by creating and maintaining a Culture of Safety that engages people in identifying safety concerns and working with others to improve strategies used in homes and in centers
* Respects and responds appropriately to the culture, language, values, and family structures of each family served
* Maintains strict confidentiality of the program’s children, families and staff in accordance with established policies and procedures and applicable law
* Functions as mandated reporter reporting any allegations of alleged child abuse/neglect to the appropriate Child Welfare Agency
* Works with supervisor to set goals for professional development. Participates in training, self-assessment and classroom/staff meetings as required
* Maintains regular job attendance and adherence to working hours.
* Performs related work as required

On the Bus:

* Maintains an orderly schedule of transportation dates and times for child to and from home/centers for medical visits, dental visits, early intervention services, field trips and other transportation services as directed by Content Area Manager
* Maintains conduct and safety of all persons being transported in accordance with accepted Early Childhood Education practices and Pennsylvania Motor Vehicle Codes
* Provides children with a positive bus experience by interacting with them during their time on the bus, leading them in song, telling stories, playing visual games, or engaging in quiet activities
* Assists children in fastening seat belts/harnesses and ensures all children are safely secured before the bus ride begins
* Instructs children in good safety habits when being transported and models appropriate practices
* Follows SLHDA’s transportation guidelines including response procedures in an emergency situation
* Follows procedures strictly in place to ensure no child is ever left behind on the bus
* Works with the Bus Driver to teach children about the danger zones around the vehicle and the correct safety procedures for boarding and exiting a bus
* Counts children as they enter and exit the vehicle
* Releases children only to an authorized adult at the end of the child’s bus run

**Required Knowledge, Skills and Abilities**

* Knowledge and use of best practices to engage in positive supportive conversations and interactions with young children
* Knowledge and use of best practices for integrating family engagement in positive behavior interventions and supports
* Ability to visually assess children's health and behaviors and make frequent significant decisions to assure their health and safety
* Ability to apply developmentally appropriate practices for young children in the classroom, playground and bus settings
* Demonstrates an approach to service delivery that is consistent with the mission of the  Early Learning Program·
* Ability to recognize and use sensitivity in addressing individual differences
* Ability to apply developmentally appropriate and cultural and linguistic responsive practices for young children in the classroom, playground and bus settings
* Basic computer skills including data entry & e-mail for communication purposes. Knowledge of Microsoft   Office products, Google Drive, and on-line database systems
* Ability to communicate with children and to gain their cooperation and participation in activities
* Ability to carry-out oral and written instructions and to work cooperatively with others
* Knowledge of First Aid and CPR through coursework, certification and maintenance of Credential
* Basic  knowledge of Pennsylvania Department of Transportation rules and regulations pertaining to the transport of children

**Required Education/Experience**

Personal or professional experience with basic child care

Previous work with young children in a preschool setting preferred

High School Diploma or GED needed

Interested candidates should apply at [www.slhda.org](http://www.slhda.org) by 1/21/2020