STUDENT JOB DESCRIPTION

JOB TITLE: Classroom Aide and Bus Rider

WORK AREA: HeadStart classroom

HOURS: 15-20 per week

TYPICAL WORK HOURS

☐ Daytime ☐ Evening ☐ Weekends

(Check all that apply)

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