



*Building Better Futures*

## **BUS MONITOR**

**JOB CODE:** HS002

**Schedule:** Full Time / On-Site

**Work Status:** Regular / Non-Exempt

**Salary:** 10.87/ hr. based on experience and education

**Texas Location(s):** Beaver Dam, WI

### **We Invite You to Join UMOs' Diverse & Dedicated Team**

Are you a motivated, results-oriented candidate seeking to put your talents, skills, and experience to work as part of a mission-driven, customer-focused organization? If so, we invite you to join UMOs' diverse and dedicated team of over 1,000 professionals making a positive difference across more than 60 offices in seven states. Whether you are passionate about facilitating early childhood development; providing training and career planning for a parent; aiding a farmworker in accessing basic needs and new opportunities; educating at-risk individuals in HIV prevention; or supporting those fleeing domestic violence or human trafficking, UMOs is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

#### **Benefits**

To support its team members, UMOs offers highly competitive compensation as well as a benefits package including:

- Paid time off that increases over your years of service
- 12 paid holidays annually
- A robust range of insurance covering health, dental, vision, life, short- and long-term disability, and accidental death & dismemberment
- The options to establish either a Health Savings Account or Flexible Spending Account, which can be used to cover deductibles, prescriptions, and other healthcare expenses
- A variety of support services to promote well-being through the employee assistance program
- Retirement plan options, including 401(k) and Roth IRA, allowing you to make pre-tax or after-tax contributions. For those participating in the 401(k) Retirement Plan, UMOs annually contributes at least 3% of employees' eligible compensation

## **Advancement**

In addition, UMOs offers opportunities for advancement. In fact, a number of the senior management, including Lupe Martinez, President & CEO, were promoted from within the organization.

## **Diversity & Equal Opportunity**

UMOS is proud to be an Equal Opportunity Employer, and encourages qualified candidates of all backgrounds to apply, irrespective of race, ethnicity, color, religion, sex, national origin, sexual orientation, marital status, disability, age, parental status, and military service, or any other status protected by federal, state, or local law. In fact, 78% of senior management positions are held by people of color and women.

## **Want to make a difference?**

**Impact a child's life! Join us as a bus monitor to assist with transportation and center operations. Sing along, use storytelling and rhyming games to develop and strengthen children's social/emotional well-being.**

## **Primary Responsibilities (not all- inclusive):**

1. Assist in bus route by establishing a relationship of trust and rapport with the parents and ensuring the safety of children.
2. Ensures that children are carefully secured in their seats and that they follow safety rules when riding the bus.
3. Provide child engagement through activities such as singing, fingerplays, stories, and positive conversations.
4. Maintain a current list of children transported inclusive of daily attendance.
5. Conduct daily child health observation to determine child health status or injuries for children boarding the bus.
6. Obtain and secure child medications for proper pickup and delivery utilizing safe handling procedures and documenting such activities appropriately.
7. Assist Bus Driver during emergencies and evacuation drills and ensure the vehicle is always maintained clean and in a sanitary condition.
8. Responsible for ensuring that all children are properly released from bus to the parent, guardian, and/or designated person as documented in the child's file.
9. Help keep the center clean and sanitized at all times.
10. Provide short-term relief (breaks) to classroom staff while under the supervision of the qualified teacher in the classroom or playground. (Any type of coverage will be contingent upon prior training and qualifications).
11. Assist in fulfilling staff/child ratios in classrooms, kitchen duties, or other areas of the center, as assigned (Any type of coverage will be contingent upon prior training and qualifications).

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12. Assist in ongoing recruitment plan activities and provide support or T/TA to other locations (centers) with some travel requirements.
13. Attend staff meetings and trainings/ program activities as assigned.

### **Qualifications:**

1. Demonstration of COVID-19 Vaccination required as regulated by the federal Office of Head Start.
2. Be 18 years of age
3. A CDA credential is preferred and/or must enroll in the CDA for classroom coverage.
4. Ability to work irregular and flexible hours.
5. Bilingual in Spanish and English preferred – both oral and written
6. Have dependable transportation to and from work and occasionally travel to other locations to provide support

### **Conditions of Employment:**

Employment with UMOs is contingent upon successful completion of:

1. Criminal Background Check prior to employment
2. Physical Exam and TB test showing the absence of Tuberculosis.
3. Must submit all relevant educational documentation at the time of application

[CLICK HERE TO APPLY FOR THIS JOB.](#)

*UMOS is an equal opportunity Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*