

**JOB DESCRIPTION**  
**Bus Driver / Float Teacher**



**GENERAL STATEMENT OF DUTIES:**

Responsible to safely transport children as assigned. Required to complete Ohio Department of Job and Family (ODJFS) Services Child Care Transportation Training. As a Float Teacher, responsible for direction and overall supervision of all age groups. Performs activities that ensure the health, safety, involvement, and creativity of each individual in the group. Works cooperatively with the lead teacher to discuss and aide in the implementation of daily plans in accordance with the current curriculum, incorporating the Ohio Department of Education Standards

**EXAMPLES OF ESSENTIAL WORK:**

**BUS DRIVER:**

- Works cooperatively with bus riders
- Knowledge of JRC policies and procedures, State Licensing requirements as well as Step up to Quality requirements
- Weekly inspections completed on ODJFS form
- Keep children's Estimated Time of Arrival in order to find easily
- Ensures insurance paper and registration is on bus
- Ensures children are signed in and out on bus log sheet
- Establishes efficient bus routes to transport children as assigned.
- Ensures bus is kept clean by sweeping out weekly and cleaning seats with disinfected wipes monthly
- Schedule and complete (Or inform Learning Center Director?) yearly bus inspections as required by the ODJFS
- Inform Learning Center Director when regular maintenance on bus is needed
- Maintain compliance with car seats and seat belts as required by Ohio Law.
- Check bus at each destination to ensure that the children are properly unloaded and before you get off the bus.
- Load and unload children on the bus
- Keep ample gas in bus for routes
- Only use cell phone if pulled over as needed for position

**EDUCATIONAL and OTHER REQUIREMENTS:**

High school diploma or equivalent is required. Valid CDL Driver's License.  
Complete the Transportation Rules Training as required by ODJFS. Good driving record.

**FLOAT TEACHER:**

**SPECIFIC DUTIES OF THE JOB:**

- Takes care of all the children's' physical needs: diapers, feeds and changes each baby.
- Meets the emotional needs of each baby: talks with, smiles at and loves on each child.
- Satisfies the developmental needs of each baby: reads to, plays with, and entertains infants.
- Plans and executes special activities for babies each day.
- ⇒ Special Activity Concentration:
  - ⇒ Large Group Motor Skills - rolling over, crawling, walking, sitting-up
  - ⇒ Language Skills - forming words, recognizing pictures and sounds
  - ⇒ Sensory Skills - touching textures, exploring materials
- Prepares room before children arrive and cleans rooms at end of shift.
- Greets each parent and child daily.
- Gives undivided attention, watching carefully for safety hazards.
- Collects required anecdotes and information for required ongoing assessments

**JRC Learning Center**

2213-14th Street NE  
Canton, Ohio 44705-1925

phone: 330.452.8376  
fax: 330.452.1137

**[www.JRCcares.org](http://www.JRCcares.org)**



**-CONTINUED-**

**Child Care • Preschool • 6 weeks – 12 years**



**EDUCATIONAL REQUIREMENTS:**

High school diploma or equivalent is required. A CDA credential or Associate Degree or higher in Early Childhood Education and Development is preferred but not required. Must attend training classes designed to broaden professionalism, education and skill involving childcare and development as required by Federal and State regulations and administration.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Experience working with children and knowledge of activities that stimulate all ages.
2. Knowledge of childhood illness and care, and safety issues concerning children.
3. Interactions expressive of genuine warmth and concern for children as well as an understanding of their developmental needs and age appropriate behavior.
4. Captures "nurturing moments" and "teachable moments".
5. Ability to move and react quickly. Handles emergencies effectively.
6. Skills in patience and remaining calm under pressure.
7. Skills in positive communication.
8. Skills in parent communication.
9. Skills in time management and ability to be flexible with children's' routines and schedules.
10. Ability to organize the environment.
11. Ability to research needs of children and attend classes for professional development
12. Acquire knowledge of the current curriculum and implement the curriculum practices in the classroom

**PERSONAL REQUIREMENTS:**

- Professional in appearance, attitude and ability.
- Treat children, parents and staff members with respect.
- Develop a sense of teamwork with co-workers in all work related duties.
- Give full attention to what other people are saying, take time to understand the points being made, and ask questions as appropriate.
- Monitor/Assess performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Talk to others to convey information effectively.
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Understand written sentences and paragraphs in work related documents.

X \_\_\_\_\_  
**Employee Name (please print)**

X \_\_\_\_\_  
**Employee Signature** **Date**

X \_\_\_\_\_  
**Department Head Signature** **Date**

X \_\_\_\_\_  
**Learning Center Director** **Date**