



Main Office  
405 N. Elm Street, Lumberton, NC 28358  
910.277.3500 [scapnc.org](http://scapnc.org)

**Title:** Assistant Teacher Driver

**Status:** Non – Exempt

**Terms:** Permanent Full Time

**Location:** Greengrove Head Start Center

**Reports To:** Center Manager

**Job Summary:** The Assistant Teacher Driver shall assist in the delivery of high- quality educational services in the center- classroom setting. The Assistant Teacher Driver is responsible for assisting in the planning, coordination, and implementation of a full day in the classroom that will provide children and families with comprehensive quality services that meet Head Start Performance Standards and State Childcare Licensing Standards and safely transport children during program hours. Any other duties as assigned.

**Essential Duties and Responsibilities:**

- Work collaboratively with the teacher with planning and organizing, evaluating, instructional activities and developing classroom procedures.
- Prepare necessary materials, equipment, and resources to implement programs.
- Provide clerical and technical assistance as needed for implementation of programs and other duties in accordance with applicable rules, laws, and regulations.
- Follow the direction of the teacher in obtaining goals and objectives.
- Work with individuals and small groups to reinforce and assist in learning.
- Monitor students as instructed by the teacher.
- Keep the teacher informed of any problems daily.
- Exhibit positive behavior toward parents and students and conduct self as a positive role model.

- Assist in maintaining a functional clean environment.
- Communicate the needs of students and school in a confidential and positive manner.
- Carry out duties and responsibilities in a punctual, professional, and positive manner to ensure a safe and healthful environment.
- Drives a school bus safely and professionally, demonstrating proficiency in handling and maneuvering a school bus.
- Performs and properly completes daily pre-trip inspections.
- Attends scheduled safety meetings/in-services conducted at various intervals throughout each school year.
- Prepares and maintains accurate reports.
- Maintain bus license and accept bus driver assignments as needed.
- Perform other duties as assigned.
- Participate in agency sponsored training and workshops as required and any professional development training opportunities and Child Development Training requirements as required.
- Must have a valid driver's license.
- Responsible for ensuring that all center operations are accomplished in full compliance with Head Start Performance Standards, agency policies and procedures and North Carolina Day Care Licensing Regulations.

**Education Requirements:**

- Associates degree in Early Childhood Education

**Equal Opportunity Employer**