



## Van Aide

**Department:** Program

**Job Status:** Part-Time

**FLSA Status:** Non-Exempt

**Reports To:** Campus Director

**Travel Required:** None

**Positions Supervised:** None

**Work Schedule:** Year-round during school year (FY25/26 August-May)

Monday – Friday 7:45 am to 9:30 am and 2:00 pm to 3:30 pm with the exclusion of school breaks and holidays.

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### MISSION STATEMENT

To provide an exemplary early childhood program to instill and foster the social, emotional, physical, intellectual, and spiritual growth of economically at-risk children and their families.

### POSITION SUMMARY

SSNC Van Aide is responsible for ensuring the safety and supervision of children while they are being transported to and from the preschool. The Van Aide assists the driver, monitors student behavior, helps children safely enter and exit the vehicle, and ensures all transportation procedures and safety regulations are followed.

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### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

- Supervise children during transportation to and from the preschool
- Assist children safely on and off the van
- Ensure all children are properly seated and secured with seat belts or safety restraints
- Conduct head counts before departure, during the route, and upon arrival
- Assist with loading and unloading backpacks and personal belongings
- Ensure no child is left unattended on the vehicle
- Communicate with parents and staff during pick-up and drop-off
- Follow all SSNC transportation policies and Texas Health and Human Services Regulations
- Assist with emergency procedures if needed

## POSITION QUALIFICATIONS

### Competency Statement(s)

- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Customer Oriented - Ability to take care of the students' needs while following school procedures.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Teamwork – Ability to work in a team.

### SKILLS & ABILITIES

#### Experience:

Strong communication and teamwork skills are required

Working with young children is preferred

**Education:** High School Diploma is required

#### Other Requirements:

Ability to pass childcare background check

*Preschool Environment:* This position will work at our preschool located at 6856 Bellaire Blvd at the Gulfton campus within Houston.

### PHYSICAL DEMANDS

<b>N (Not Applicable)</b>	Activity is not applicable to this position.
<b>O (Occasionally)</b>	Position requires this activity up to 33% of the time (0 - 2+ hrs/day)
<b>F (Frequently)</b>	Position requires this activity from 33% - 66% of the time (2 - 3.5+ hrs/day)
<b>C (Constantly)</b>	Position requires this activity more than 66% of the time (3.5+ hrs/day)

Physical Demands		Lift/Carry	
Stand	F	10 lbs or less	F
Walk	F	11-20 lbs	F
Sit	O	21-50 lbs	F
Manually Manipulate	O	<b>Push/Pull</b>	
Reach Outward	F		

Reach Above Shoulder	F	12 lbs or less	F
Squat or Kneel	O	13-25 lbs	F
Bend	O	26-40 lbs	F
Grasp	F		
Speak	F		

**Other Physical Requirements**

- Sense of Smell
- Sense of Taste
- Sense of Touch

**WORK ENVIRONMENT**

The work environment characteristics describes here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

I have read and understand this explanation and job description.

I can perform the essential functions of this job with or without accommodation.

Employee

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.