



## Pittsylvania County Community Action

Post Office Box 1119, 348 N. Main Street  
Chatham, Virginia 24531 (434) 432-8250

# JOB ANNOUNCEMENT

Job Title: SUBSTITUTE / BUS MONITOR  
Department: HEAD START  
Supervisor: Teacher  
FLSA Status: Non-Exempt  
Location: Pittsylvania Co., Campbell Co., Henry Co., Martinsville, Virginia  
Compensation: Dependent on Experience and Credentials

**Position Summary:** The incumbent of this position is responsible for aiding with instructional support to classroom teachers, allowing time for lesson planning & teaching. Work as a member of the classroom team in carrying out daily activities in the classroom. Accompanying children to and from school on bus routes and share responsibility for safety. Participate in required annual trainings. Abide by confidentiality policy concerning children, parents, and co-workers. Demonstrate a willingness to cooperate as a team player.

**Education Requirements:** At a minimum, have a CDA credential or a state-awarded certificate that meets or exceeds the requirements for a CDA credential, or an Associate's Degree in Child Development or Early Childhood Education. Past experience working with children.

**Additional Requirements:**

Good computer skills  
Clean Criminal Record Check  
Valid driver's license and have own transportation  
Proof of education credentials (must be submitted with application)

Once selected, the incumbent must successfully pass the following:

Physical Examination/TB Screening/Drug Screening  
CPR & First Aid Certification  
Child Protective Services Report

**Application Process:**

Submit an agency application available at [www.pccainc.org](http://www.pccainc.org) along with 2 (two) current reference letters, resume and proof of education credentials via email to: [a.turner@pccainc.org](mailto:a.turner@pccainc.org)