



# *Pittsylvania County Community Action,*

## Job Announcement

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**Job Title:** TEACHER ASSISTANT/BUS MONITOR  
**Department:** HEAD START  
**Supervisor:** Teacher  
**FLSA Status:** Non Exempt  
**Location:** Martinsville & Pittsylvania Co., Virginia  
**Compensation:** \$14.00 per hour (42 weeks, full-time w/benefits)

**Position Summary:** The incumbent of this position is responsible for providing assistance with instructional support to classroom teachers, allowing time for lesson planning and teaching. Work as a member of the classroom team in carrying out daily activities in the classroom. Accompany children to and from school on bus routes and share responsibility for safety. Participate in required annual training. 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 requirement 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 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) or administration office 348 North Main Street Chatham), 3 current letters of reference, resume and proof of education credentials to the following:**

Mail to: Pittsylvania County Community Action Inc.  
Attn: Victoria Minton  
PO BX 119  
Chatham, VA 24531

Or via email: [vminton@pccainc.org](mailto:vminton@pccainc.org)