Position: Administrative Assistant/Bus Monitor

Program: Mamaroneck UPK

Skills/Abilities Required:
- Sensitivity and empathy for children and their families
- Basic understanding of child development
- Basic understanding of children’s diverse needs
- Self-motivated
- Good communication skills
- Good organizational skills
- Responsible
- Reliable
- Flexible
- Cooperative
- Collaborative (Ability to work as team member)
- Basic computer skills
- Ability to maintain confidentiality with regard to student records

Responsibilities Include:
- Supervise children on the shuttle bus to and from school
- Ensure that children are picked up by only those authorized (must check ID’s for unknown persons)
- Responsible and dependable pattern of attendance
- Communicate with parents and staff
- Present appropriate professional appearance
- Assist with all clerical duties in the Mamaroneck UPK
- Assist in classrooms as needed
- Answer phones
- Bilingual English/Spanish Preferred

Contact Hiring Supervisor: Eleanor Marantz
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