

Karuk

Community

Development

Corporation

Vacancy Announcement

The Karuk Tribe is now accepting applications for the position of:

Head Start Bus Monitor
\$8.00 to \$8.88, depending on experience

This is a part time position based in Yreka.

Under the supervision of the Teacher/Center Supervisor will assist the Head Start Bus Driver in ensuring the safety of the children while riding, boarding, or exiting the vehicle and assisting the driver during emergencies. Shall follow detailed instructions and maintains a harmonious working relationship with other employees, and parents/guardians.

Individuals interested in applying for this position must submit an employment application to Tamara Barnett no later than 5pm, Monday, August 27, 2012.

Position Posted On: 8/14/2012 11:42 AM

Position Description

Title: Bus Monitor

Reports To: Teacher/Center Supervisor

Location: Yreka Center

Salary: \$8.00 to \$8.88 per hour, depending on experience

Summary: Under the supervision of the Teacher/Center Supervisor will assist the Head Start Bus Driver in ensuring the safety of the children while riding, boarding, or exiting the vehicle and assisting the driver during emergencies. Shall follow detailed instructions and maintains a harmonious working relationship with other employees, and parents/guardians.

Classification: Part Time (20 hours/week), Non Exempt, Non Entry Level

Responsibilities:

1. Provides safety at all times for children.
2. Monitors children and adults while being transported.
3. Assists in emergency situations to assure they are handled quickly, calmly, and effectively.
4. Checks messages before each trip.
5. Assures children are properly seated and secured in safety restraints.
6. Assures child is signed on and off the bus by a responsible adult.
7. Distributes "take home" material with coordination of teacher, and teacher aid.
8. Assures no food or drinks are consumed on the bus.
9. Assists in daily health observations of children.
10. Reports suspicions of physical, social, and emotional or sexual abuse or neglect of children.
11. Assists bus driver in conducting evacuation drills.
12. Participates in staff meetings, conferences and training sessions and workshops as assigned.

- 13.
14. The Bus Monitor will be trained in the following areas:
 - a. Child boarding and exiting procedures.
 - b. Use of child restraint systems.
 - c. Any required paperwork.
 - d. Responses to emergencies.
 - e. Emergency evacuation procedures.
 - f. Use of special equipment.
 - g. Child management skills.
 - h. Child pick-up and release procedures.
 - i. Pre and Post Trip vehicle checks.
 - j. First Aid and CPR Training.
15. Shall be polite and maintain a priority system in accepting other job duties as assigned.
16. Shall perform light janitorial duties.

Qualifications:

1. Have the ability to work Native American children and families.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain a harmonious and positive working relationship with staff, parents, children and public.
4. Must be able to follow verbal and written instructions.

Requirements:

1. Must have good time management skills and sound judgment.
2. Ability to complete forms, reports and daily logs.
3. Must be able to read and write clearly and be proficient in basic math skills.
4. Must possess a valid driver's license, good driving record, and be insurable by KCDC's carrier.
5. Must submit to a TB test annually and a medical examination once every two years.
6. Must successfully pass a pre-employment drug screening test and criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

KCDC/Policy Council Approved: August 2010, Revised April 7, 2011

Chairman's Signature: _____
Employee's Signature: _____