
Karuk Community Health Clinic

64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Vacancy Announcement

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

Title: Head Start Bus Driver

Reports To: Teacher/Center Supervisor

Location: Yreka

Salary: \$8.50 to \$9.67 per hour, DOE

Classification: Part Time 30 hours per week, up to 35 hours per week for field trips or training.

Summary: Under the general supervision of the Teacher, will provide support through classroom, playground and field trip supervision of children, participate and guide children in learning activities, assist in providing a safe and sanitary environment for children, and work with parents in reference to planning children's needs. Incumbent follows detailed instructions and procedures in accomplishing assignments, bus regulations and laws.

Application Deadline: 5pm Friday September 13, 2013

Job descriptions and applications are available online at: www.karuk.us/jobs, or
Human Resources Manager, Karuk Tribe, PO Box 1016, Happy Camp, California 96039.

- Telephone (530) 439-1600, ext: 2010
- Fax: (530) 493-1611, or (530) 493-5322
- Email: lcogrove@karuk.us

The Karuk Tribe's **(TERO) Preference, Drug & Alcohol Policy** apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Applicant's must submit an employment application to the Karuk Tribe, Human Resource Department no later than the deadline listed.

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Bus Driver Responsibilities:

1. Shall inspect School Bus at the beginning of each AM bus route, using assigned bus inspection sheet.
2. Shall fuel bus as needed with no children aboard.
3. Shall be responsible for safe pick-up and delivery of Head Start children to and from the Center and field trips.
4. Shall develop and follow approved route to pick-up and delivery of children.
5. Shall monitor and supervise children while on the bus.
6. Shall use sign in and out sheets for safety of children and family assurance.
7. Shall keep interior and exterior of bus clean and free of unsafe hazards.
8. Shall maintain records and arrange for required maintenance checks and repairs.
9. Shall work directly with vehicle maintenance mechanic.

Classroom Responsibilities:

1. Shall assist in daily health observations of children.

2. Shall observe students emotional, physical, and social development.
3. Shall assist in maintaining a positive environment that facilitates active learning, self-expression, and involvement of parents.
4. Shall contribute to the preparation of lesson plans for field trip planning.
5. Shall communicate with adults, families, and public.
6. Shall provide safety at all times for children.
7. Shall provide for classroom, bathroom, playground and field trip supervision of children, insuring that all children are in adult sight and reach at all times, when necessary.
8. Shall report suspicions of physical, social and emotional abuse or neglect of children.
9. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
10. Other job related duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
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 harmonious working relationships with other employees, Head Start families, and the public.
4. Have the ability to understand and follow oral and written instructions.
5. Have the ability to relate to 3, 4, and 5 year old children.
6. Have the ability to read, write, and perform mathematical calculations.

Requirements:

1. Must possess high school diploma or equivalent.
2. Must have one (1) year experience working with children. A combination of training and/or experience which demonstrates a potential to perform the duties of the position will be considered.
3. Must be able to demonstrate sound and mature judgment.
4. Must possess a First Aid and Child CPR Certification.

5. Must possess valid Class B driver=s license with a passenger endorsement, current school bus driver certificate, good driving record, and be insurable by the Tribe=s insurance carrier.
6. Must adhere to confidentiality policy.
7. Must submit to a TB test annually and medical examination once every two (2) years.
8. Must successfully pass a pre-employment drug and alcohol screening test, criminal background check, and be subject to random drug testing.

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

Council Approved: Revised July 28, 2005

Chairman=s Signature: _____

Employee=s Signature: _____