

## **Vacancy Announcement**

**Title:** Head Start Bus Monitor/Aide/Cook Assistant

**Reports To:** Teacher/Center Supervisor

**Location:** Yreka Center

**Salary:** \$10.00 - \$12.00 per hour (DOE)

**Summary:** Under the supervision of the Teacher/Center Supervisor will assist 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 assist the teacher/center supervisor and cook with and follow detailed instructions and maintain a harmonious working relationship with other employees, and parents/guardians.

**Classification:** Full Time (7 hours, 5 days per week), Non-Exempt, Entry-Level

### **Job Posting Closes on February 9, 2016 at 5PM**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us)  
The Karuk Tribe's (TERO) **Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resource Department, Telephone (530) 493-1600, Fax: (530) 493-5322, Email: [dlbernal@karuk.us](mailto:dlbernal@karuk.us)

## **Position Description**

**Title:**           **Head Start Bus Monitor/Cook Assistant**

**Reports To:** Head Start Director and Cook

**Location:**     Yreka Center

**Salary:**       \$10.00-\$12.00 per hour DOE

**Summary:**     Bus Monitor will assist the Bus Driver in ensuring the safety of the children while riding, boarding, or exiting the vehicle and will assist the driver during emergencies. Shall assist the teacher/center supervisor and Cook and follow detailed instructions and maintains a harmonious working relationship with other employees, and parents/guardians.

**Classification:** 7-hours per day, Part-Time, Non-Exempt, Non-Entry Level

### **Responsibilities:**

1. Assists children in boarding and exiting the bus.
2. Assist driver in completion of daily sign-on and off sheets, accounting by name, all children getting on or off the bus.
3. Ensure that all children are secured in appropriate seatbelts or restraints and that while seated, all adults use available seat belts.
4. Visually observes the health of each child on the bus and as a mandated reporter, immediately reports signs of abuse or neglect to supervisor.
5. Ensure that any behavioral issues do not compromise the safety of any child on the bus or the ability of the bus driver to safely operate the vehicle.
6. Ensure that an authorized, responsible adult signs the child on and off the bus.
7. Ensure that no child is ever left unattended while on the bus, following all procedures put in place to prevent a child being left behind.
8. Assists bus driver with any emergency situations following all rules and regulations as they pertain to school bus safety and child health.
9. Assist with paperwork flow between homes and site and relay information to appropriate parties as needed.
10. Assists and provides nutritional, well-balanced meals and snacks for Head Start children

and parent activities and substitutes for cook in her/his absence.

11. Assists cook in maintaining compliance with all applicable federal, state, Tribal, and local food safety and sanitation laws, including those related to the storage, preparation and service of food and the health of food handlers.
12. Participates in all trainings/workshops and meetings as may be required.
13. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Cultural Competency: Ability to work effectively with Native American people in culturally diverse environments and knowledge of the Karuk culture.
2. Professionalism: Is aware of the potential impact of own attitudes and behaviors and makes appropriate adjustments to assure that communication with children and parents is purposeful and appropriate. Demonstrates respect, honesty, integrity, and fairness to all. Follows policies and procedures, and is knowledgeable of the Head Start Program Performance Standards.
1. Teamwork: Strives to be “solution-focused” and presents challenges with recommendations for solutions that best meet the needs of Karuk Head Start children, parents, and staff. Maintains constructive team relationships, coordinates effective goals and identifies/plans ways to successfully work together. Demonstrates flexibility and adaptability to change.
2. Program Support: Supports, cooperates and assists to meet the goals of all components of the Karuk Head Start Program in accordance with the Head Start Program Performance Standards. Establishes and maintains an effective working relationship with parents and staff.
3. Professional Development: Participates in ongoing professional development including training and meetings as determined by the Head Start Director and/or Deputy Director.

**Requirements:**

1. High school diploma or GED.
2. Experience working with preschoolers (ages 3-5) or a minimum of 6 units of child development coursework.
3. Ability to occasionally lift up to 50lbs and ability to carry or drag a child in an emergency situation out of the bus to a safe area in the event of an emergency.
4. Ability to bend at the neck, waist and knees in order assist small children.
5. Ability to write clearly and complete forms, reports, and daily logs.

6. Must possess or be willing to obtain and maintain a Food Handlers Permit within 1-month of hire date.
7. Must maintain confidentiality, adhere to the Karuk Tribe Personnel Policy and must sign the Karuk Head Start Employee Conduct and Confidentiality document.
8. Must submit to a TB test and medical examination and periodic re-examination as required by a Health Care Professional. 1304.53 (j)(i) and successfully pass a pre-employment drug screening test and a fingerprint criminal background check.

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

**KCDC Approved:** 1/25/2016

**Council Approved:** 1/28/2016

**Policy Council Approved:** 1/15/2016

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**KCDC Chair Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chairman Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_