

Karuk

Community

Development

Corporation

Vacancy Announcement

The Karuk Community Development Corporation is now accepting applications for the position of:

Head Start Bus Monitor - Aide
(\$8-8.88 per hour, depending on experience)

This is a part time position working 4 hours per day in the Happy Camp Head Start Center.

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.

Complete job descriptions are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/TERO shall apply. If selected, applicants must submit to a pre-employment drug screening and be willing to submit to a criminal background check.

Individuals interested in applying for this position must submit an employment application to Sara Spence no later than 5pm, Friday, September 17, 2010.

Position Posted On: 9/8/2010 3:40 PM

Post Office Box 1148 ↘ 63427 Highway 96 ↘ Happy Camp, CA 96039 ↘ (530) 493-5376 ↘ Fax (530) 493-5378

The Karuk Community Development Corporation is chartered and owned by the Karuk Tribe of California.

POSITION DESCRIPTION

Title: Head Start Bus Monitor/Aide

Reports To: Teacher/Center Supervisor

Location: Happy Camp Center

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

Classification: Part Time (4 hours/day), Non Exempt, Non Entry Level

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.

Bus Monitor 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. 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.

14. Other job related duties as assigned.

Qualifications:

1. Have the ability to work Native American children and families, and have knowledge of Karuk culture.
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 possess a high school diploma or equivalent.
2. Experience in sanitary janitorial service.
3. Must have good time management skills and sound judgment.
4. Ability to complete forms, reports and daily logs.
5. Must be able to read and write clearly and be proficient in basic math skills.
6. Must possess a valid driver's license, good driving record, and be insurable by KCDC's carrier.
7. Must submit to a TB test annually and a medical examination once every two years.
8. 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.

Policy Council/KCDC Board Approved: August 2010

Chairman's Signature: _____

Employee's Signature: _____