

**Karuk**

**Community**

**Development**

**Corporation**

## **Vacancy Announcement**

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

**Bus Monitor/Aide**  
**(\$8-8.88/hour, depending on experience)**

This is a part time position working 6 hours per day in the Happy Camp Head Start Center.

The Bus Monitor/Aide, under the supervision of the Deputy Director, 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 assist in the classroom and follow detailed instructions and maintains a harmonious working relationship with other employees, and parents/guardians.

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us/jobs/](http://www.karuk.us/jobs/) **Tribal (TERO)** and **Veteran's Preference** shall apply. If selected, applicants must successfully pass a drug screening test 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, August 3, 2012.**

*Position Posted On: 6/5/2012 1:46 PM*

**POSITION DESCRIPTION**

**Title:** Bus Monitor/Aide

**Reports To:** Deputy Director

**Location:** Happy Camp Center

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

**Summary:** Under the supervision of the Deputy Director, the bus monitor/aide 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 assist in the classroom and follow detailed instructions and maintains a harmonious working relationship with other employees, and parents/guardians.

**Classification:** Part Time (6 hours/day), Non Exempt, Non Entry Level

**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. 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
15. Shall be polite and maintain a priority system in accepting other position related job 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, direction and instruction.

**Requirements:**

1. Must possess a high school diploma or equivalent, and experience working with young children.
2. Experience in sanitary janitorial service.
3. Must have good time management skills, sound judgment, and self motivation.
4. Must attend center and program staff meetings as scheduled.
5. Ability to complete forms, reports and daily logs.
6. Must be able to read, write, and speak clearly, be proficient in basic math skills, and have computer skills.
7. Must possess a valid driver's license, good driving record, and be insurable by KCDC's carrier.
8. Must submit to a TB test annually and a medical examination once every two years.
9. 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.

**Policy Council/KCDC Board Approved:** June 29, 2011

**Tribal Council Approved:** July 14, 2011

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_