

**Karuk**

**Community**

**Development**

**Corporation**

## **Vacancy Announcement**

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

**Head Start Bus Monitor**  
**Salary (\$8.00 to \$8.88 per hour)**  
**Part Time (16 hours/week Tuesday -Friday)**

This is a part time position working 16 hours per week at Yreka Head Start Center.

Under the supervision of the Bus Driver, 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 maintain 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)** 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 the Human Resources Office in Happy Camp no later than 5pm, Monday, October 15, 2012.**

*Position Posted On: 10/2/2012 10:49 AM*

## Position Description

**Title:** Head Start Bus Monitor

**Reports To:** Bus Driver

**Location:** Yreka Center

**Salary:** Part Time (16 hours/week Tuesday -Friday) \$8.00 to \$8.88 per hour, depending on experience

**Classification:** Part Time, Non Exempt, Non Entry Level

**Summary:** Under the supervision of the Bus Driver, 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 maintain 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 to the center supervisor.

11. Assists bus driver in conducting evacuation drills.
12. Participates in staff meetings, conferences and training sessions and workshops as assigned.
13. Shall work under the supervision of the Bus Driver.
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 available for local and out of the area travel as required for job related training. Shall Attend all required meetings and functions as requested.
16. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.
17. Have experience in sanitary janitorial service and perform light janitorial duties.

**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/or written directions and instructions.

**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 and 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 and write clearly and be proficient in basic math 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.

**Policy Council/KCDC/Tribal Council Approved: April 2011**

**Revised and approved by Policy Council/KCDC/Tribal Council: September 27, 2012**

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

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