

**NORTHERN CHEYENNE TRIBE**  
**\*\*\*JOB ADVERTISEMENT\*\*\***  
**HEAD START PROGRAM**

**POSITION:** Bus Monitor (2 positions)

**SALARY:** \$10.25 p/h

**SUPERVISOR:** Transportation Manager

**ACCOUNTABLE TO:** Head Start Director

**OPENING DATE:** 11/2/18

**CLOSING DATE:** 11/9/18

**HOW TO APPLY:** Submit the following documents:

1. Completed NCT application
2. Copy of Photo ID and Social Security Card
3. Copy of GED or High School Diploma
4. Copy of Current Physical, TB Test & Hepatitis B vaccination
5. Copy of Background Check or Receipt of money order submitted to Tribal Court (\$10.00)
6. Must be able to acquire First Aide/CPR training upon hire.
7. NCIC Background Check and Drug Test required upon hire.

**SUBMIT APPLICATION AND ALL DOCUMENTATION TO**  
**DENISE SWANK, PERSONAL OFFICE**  
**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

**SUMMARY OF WORK:** Safely assist with transportation of Head Start children. Maintain accurate records, and maintain a clean bus.

**JOB REQUIREMENTS:**

**Knowledge:** This position requires a general knowledge of traffic laws, familiarity of streets and location of residence in area assigned.

**Skills:** This position requires skills in using a fire extinguisher, how to deal with blood borne pathogens, use of seat belts cutters, and First Aid /CPR and Radio communication.

**Abilities:** This position requires the ability to; maintain an effective working relationship with Head Start children, parents, and staff.

**EDUCATION AND EXPERIENCE:**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- High School Diploma or GED required.
- Six months' job specific experience preferred.
- Good health (physical mobility).
- Must work well with small children.
- Must have reliable transportation to and from work.