

NORTHERN CHEYENNE TRIBAL SCHOOL JOB BUS MONITOR ADVERTISEMENT

POSITION: Bus Monitor

WORKSTATION: Transportation

SUPERVISOR: Transportation Supervisor

OPENING DATE: July 16, 2018 **CLOSING DATE:** Open Until Filled

HOW TO APPLY: Submit completed NCTS application, current resume, and three (3) letters of recommendation (dated within one year) to Northern Cheyenne Tribal School Human Resource, Box 150 Busby Mt. 59016.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Rides the bus/van each day on the morning, and evening routes.
- Assists children on and off of the bus/van in a safe and appropriate manner.
- Assists children in buckling and unbuckling seat harness or car seat safety belts.
- Distribute notes and information to parents as directed by Northern Cheyenne Tribal School staff.
- Assist the driver in providing age appropriate activities to reduce inappropriate behaviors while transporting children.
- Other Duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual selected for this position must have a valid driver's license. Incentivized to obtain, once obtained Commercial Driver's License (CDL) higher pay scale increase. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- High School Diploma or Equivalent
- Safety Procedures, Bus Rules, and Emergency Evacuation Policies.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondences, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.