

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

POSITION: Bus Monitor

SALARY: \$10.25 p/h

SUPERVISOR: Transportation Manager

ACCOUNTABLE TO: Head Start Director

OPENING DATE: January 12, 2022

CLOSING DATE: **Open Until Filled**

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.