

NORTHERN CHEYENNE TRIBAL SCHOOL JOB ADVERTISEMENT

POSITION: Bus Monitor

WORKSTATION: Transportation Department

SUPERVISOR: Transportation Director

RATE OF PAY: DOE

OPENING: November 10, 2022 **CLOSING:** November 30, 2022

***** Incomplete Applications will not be considered*****
***** Pre-Employment Drug Tests & Background checks are required*****

How to Apply: Submit completed NCTS certified application, current Resume', Three (3) letters of recommendation (dated within one year) along with official transcripts to Northern Cheyenne Tribal School, Human Resources, Box 150, Busby Mt. 59016

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- 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.
- Participate in school bus safety duties

REQUIREMENTS

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 MT. 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.

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.

QUALIFICATIONS:

- High School Diploma or GED
- Must Possess Valid MT. Driver's License