



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 Mohave Road
Parker, Arizona 85344

Telephone (928) 669-1320 * Fax (928) 669-5263

VACANCY ANNOUNCEMENT

November 20, 2019

#38-19

Department: Head Start

Position: Teacher Assistant/Bus Monitor (Non-Exempt)

1,880 Total Work hours per year

Reports To: Education Coordinator-Teacher Assistant

Child/Mental Health & Facility/Transportation Coordinator-Bus

Salary: \$11.00 per hour

Duties & Functions:

1. Assist teacher and volunteers in planning, preparing, and conducting classroom activities and working with children.
2. Work in cooperation with all other teachers as requested and need arises
3. Serve as a bus monitor on assigned bus runs.
4. With the Teacher's supervision, develop and lead classroom activities for children one week out of each month.
5. Assist in planning and implementing the education program under the supervision of the teacher.
6. Assist with the general housekeeping duties.
7. Assist with the home visits in compliance with Head Start regulations.
8. Treat all children, parents, and co-workers with dignity and respect.
9. Be punctual for all bus runs.
10. Attend all staff meetings and recommended training and workshops, including some out-of-town training.
11. Follow directions given by assigned bus driver during bus runs.
12. Participate and interact with children in a positive way throughout the day.
13. Respond to situations that pose safety threats to children using First Aid/CPR techniques or by the following other established procedures.
14. Supervise children on assigned bus runs.
15. Assist children in boarding and exiting bus. Accompany children across roadways as necessary.
16. Ensure that all children on assigned morning bus run get safely into their classrooms when they arrive at the Head Start Center.



17. Attend all parent meetings and assist Teacher.
18. Other duties may be assigned at the discretion of the Director or designee to fulfill the Department's needs, objectives and/or goals.
19. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.

Required Skills and Abilities:

1. Must maintain strict confidentiality.
2. Knowledge of and appreciation for minority cultures and persons from low income families.
3. Demonstrated ability to work effectively as a team member.
4. Ability to communicate in a positive tone.
5. Possess a positive work attitude and assist when needed.
6. Sincere interest in children and parents and their needs.
7. Ability to adapt to Federal and Tribal mandates.

Education & Experience Requirements:

1. High School Diploma or G.E.D.
2. Must have a Child Development Associate within 2 years of employment.
3. Applicant must enroll in college courses and work towards an AAS Degree in Early Childhood Education.
4. Applicants with degrees will have highest preference.
5. Must be literate, oral and written, in English.
6. Must possess and maintain a current valid driver's license and reliable transportation.
7. Must have a valid First Aid/CPR card or ability to obtain within 90 days of probationary period and must remain current.
8. Able to pass a criminal background check as required by tribal, local and federal law.
9. Must have a valid CRIT Food Handler's Card or ability to obtain within 90 days of probationary period and must remain current.

Physical Requirement:

1. Be able to stand at least eight (8) hours.
2. Must successfully complete a drug screening test prior to appointment.
3. Physically able to perform duties assigned.
4. Occasionally work extended shifts as assigned.
5. Annual physical exam and TB skin test.
6. Obtain Hepatitis A & B immunization.
7. Maintain punctual and dependable work attendance.



Tribal and Indian Preference:

The Colorado River Indian Tribes has implemented a Tribal / CRIT Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Colorado River Indian Tribes will be given primary preference in hiring and employment for this position. Let it be known that Tribal preference is integrated into the interview and scoring process for candidates for job positions.

OTHER:

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing per the CRIT Employee's Handbook, Substance Abuse Policy.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

For Employment Application visit: <http://crit-nsn.gov>

Submit completed application to: **CRIT Human Resource Department**
26600 Mohave Road
Parker, Arizona 85344

APPLY:

COLORADO RIVER PREFERENCE:

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.

